Joint Negotiating Committee Agreement for Youth and Community Workers

---

Joint Secretaries

Employers' Side Secretary:

Sarah Ward
Local Government Association
Local Government House
Smith Square
LONDON
SW1P 3HZ

Staff Side Secretary:

Siobhan Endean
Unite
128 Theobold's Road
Holburn
LONDON
WC1X 8TN

Enquiries from employers
Should be directed to:

Employers' Side Secretariat
Local Government Association
Local Government House
Smith Square
London
SW1P 3HZ

Enquiries from trade unions
Should be directed to:

Staff Side Secretariat
Unite
128 Theobold's Road
Holburn
LONDON
WC1X 8TN

2024 Edition

TABLE OF CONTENTS

Paragraph Number		Page Number
CONSTITUTION OF THE COMMITTEE		**5**
1.	Constitution of the Committee	5
JOINT NEGOTIATING COMMITTEE AGREEMENT FOR YOUTH AND COMMUNITY WORKERS		**8**
2.	Scope	8
3.	Equal Opportunities	8
4.	Qualifications	8
5.	2003-4 JNC Agreement	9
CONDITIONS OF SERVICE FOR YOUTH AND COMMUNITY WORKERS		**9**
6.	Written Particulars of Terms of Employment	9
7.	Working Time	9
8.	Working Patterns	9
9.	Working Time Directive	9
10.	Flexible Working for Shorter Periods of Concentrated Working	10
11.	Flexible Working for Longer Periods of Concentrated Working	11
12.	Staff required to Work Away From Base for Extended Periods	11
13.	Sleeping in Duty	11
14.	Health and Safety	11
15.	Records	11
16.	Sickness and Pay Leave	12
17.	Maternity, Adoption and Parental Pay Leave	12
18.	Training and Development	12
19.	In-Service Training	12
20.	Pension Provision	13
21.	Leave	13
22.	Probation and Induction in the First Year of Service	14

23.	Periods of Notice	14
24.	Grievance Procedure	15
25.	Disciplinary Procedure	15
26.	Official Conduct	15
27.	Workers Temporarily Undertaking Additional Duties	15
28.	Trade Union Facilities and Time Off for Trade Union Duties	16

PAY AND GRADING STRUCTURE **17**

29.	Aims and Objectives of Youth and Community Work	17
30.	Salary Ranges	17
31.	Choice of Salary Scales on the Ranges	18

GUIDANCE ON ALLOCATION OF RANGES **18**

32.	Guidance of Allocation of Ranges	18
33.	Advanced Practitioners	21
34.	Workers in Training	21
35.	Appointment or Promotion	21
36.	Part-Time Employees	22
37.	London Area Payments	22
38.	Payment of Increments	23
39.	Irregular Working Patterns	23
40.	Safeguarding	23
41.	Appeals	24
42.	Interpretation	24

APPENDICES

Appendix I	JNC Endorsed Professional Qualifications	23
Appendix II	JNC Guidance on Linking Skills, Competencies and Qualifications within the JNC framework	42
Appendix III	NJC Sickness Scheme	34
Appendix IV	NJC Maternity Scheme	36
Appendix V	NJC Model Parental Leave Scheme	39
Appendix VI	Notes on Probation	42
Appendix VII	Grievance Procedure	43
Appendix VIII	Trade Union Facilities and Time Off for Trade Union Duties	45
Appendix IX	JNC Pay Scales and Allowances	47
Appendix X	Advance Practitioners	49
Appendix XI	Appeals Against Salary Gradings	51

1. CONSTITUTION OF THE COMMITTEE

1.1 Title

The Committee shall be known as the Joint Negotiating Committee for Youth and Community Workers ("The Committee" or "the JNC").

1.2 Scope

The Committee shall have within its scope:

(a) Persons employed by local authorities in England and Wales as youth and community workers.

(b) Persons employed as youth and community workers by voluntary organisations in receipt of a grant or funding contract from local or central government or the Welsh Assembly Government.

1.3 Representation

(a) The Committee shall consist of members appointed as follows:

Side representing the Employers (Employers' Side)	
Local Government Association	5
Welsh Local Government Association	1
UK Youth	1
Christian Youth Work Consortium	1
Council for Wales Voluntary Youth Services	1
TOTAL	9

Side representing Youth and Community Workers (Staff Side)	
Unite The Union	8
National Education Union	2
University and College Union	2
Unison	4
TOTAL	16

(b) If any of the bodies named in (a) above fails to appoint the representatives provided for in that paragraph, such failure shall not vitiate the constitution or the decisions of the Committee. In the event of any member of the Committee being unable to attend any meeting of the Committee or any Subcommittee, the Body represented by such member shall be entitled to appoint another representative to attend in his or her place.

(c) The members of the Committee shall continue in office for such a period as the organisation by which they are appointed shall determine.

1.4 Functions

The functions of the Committee shall be:

(a) To agree the salary scales and other terms and conditions of service of persons employed as referred to in paragraph 1.2.

(b) To endorse youth and community workers' qualifications which have been professionally approved by the Education and Training Standards (ETS) Committees of the [1]National Youth Agency (NYA) and the [2]Welsh Local Government Association (WLGA) and by the North/South Education and Training Standards Committee (NSETS).

1.5 Procedure

(a) Chair and Vice Chair - The Committee shall appoint a Chair and Vice Chair at each meeting. The Chair may or may not be appointed from the Committee as the Committee may decide. The Chair or in their absence the Vice Chair, shall preside at the meetings of the Committee. In the absence of both the Chair and Vice Chair at any meeting a Chair shall be elected to preside, but in no case shall a Chair have a second or casting vote, or, in the case of a Chair who is not a member of the Committee, an original vote. The offices of Chair and Vice Chair shall alternate at each meeting of the JNC between each Side.

(b) Officers - Each Side shall appoint a Secretary or Secretaries who shall be the Joint Secretaries of the Committee.

(c) Meetings - Meetings of the Committee shall be held as often as may be necessary and the Joint Secretaries shall call a special meeting if so, requested by not less than one-third of the total number of members on either Side of the Committee.

The requisition and the notice summoning any special meeting shall state the nature of business and no other matters shall be discussed. A special meeting shall take place within fourteen days after the receipt of the requisition by the Joint Secretaries.

(d) Voting - The voting on the Committee and on the Subcommittees shall be by Side.

(e) Quorum - The quorum of the Committee shall be not less than one-quarter of the members of each Side. The quorum of the Subcommittee shall, subject to any directions given by the Committee, be determined by the Subcommittee.

---

[1] National Youth Agency, 9 Newarke St, Leicester LE1 5SN, Leicester, LE5 3GJ

[2] Wales Youth Agency, Leslie Court, Lon-y-Llyn, Caerphilly, Mid Glamorgan, CF8 1BQ. Safonau Addysg a Hyfforddiant Cymru / Education and Training Standards Wales Cymdeithas Llywodraeth Leol Cymru, Tŷ Llywodraeth Leol, Rhodfa Drake, Caerdydd CF10 4LG, c/o Welsh Local Government Association, Local Government House, Drake Walk, Cardiff CF10 4LG

[3] North/South Education and Training Standards Committee (NSETS), Forestview Purdy's Lane, Belfast BT8 7AR

(f) Notices of Meetings - All notices of meetings of the Committee and of any Subcommittee shall be sent to the respective members at least five clear working days before the date of the meeting.

(g) Finance - The expenses of the Committee, other than travelling or subsistence expenses incurred by the members shall be borne equally by the two Sides.

(h) Interpretation - The Committee shall, at the request of either Side, decide any question arising regarding the interpretation or application of this Agreement.

(i) Arbitration - In the event of a dispute over terms and conditions of employment arising between the two Sides of the Committee, the dispute shall, at the request of either Side, be reported to the Advisory, Conciliation and Arbitration Services (ACAS) by the Joint Secretaries with a request that the matter be referred for settlement by the arbitration. The arbitration award shall be accepted by both Sides in settlement of the dispute.

THE JOINT NEGOTIATING COMMITTEE AGREEMENT FOR YOUTH AND COMMUNITY WORKERS

2. Scope

2.1 This Agreement sets out the salary scales and other terms and conditions of service for youth and community workers as defined below.

(a) This Agreement applies to persons employed as youth and community workers by local authorities in England and Wales or voluntary organisations in receipt of grants from local or central government or the Welsh Assembly Government.

(b) Although this Agreement does not apply directly to youth and community workers employed by voluntary organisations outside the scope of paragraph 1.2 (a), the Committee recommends that this Agreement should nevertheless be applied by all voluntary organisations employing youth and community workers.

(c) Part-time employees shall have applied to them the pay and conditions of service pro-rata to comparable full-time employees in the same employment in accordance with the provisions of the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000.

3. Equal Opportunities

3.1 The JNC has endorsed the National Joint Council (NJC) for Local Government Services' Equal Opportunities Guide. The document can be found in the NJC National Agreement on Pay and Conditions of Service (the "Green Book") at Section 4.2.

3.2 The JNC has endorsed the English and Welsh Equality Frameworks for Local Government and recommends that local authorities should take account of these Frameworks when mainstreaming equality policies. The English Equality Framework for Local Government can be downloaded as guidance from Local Government Association (LGA) at http://www.local.gov.uk/ The Equality Improvement Framework for Wales is available from the Welsh Local Government Association (WLGA) at www.wlga.gov.uk/english/equality-improvement-framework-for-wales.

3.3 Equality is a core principle which underpins both service delivery and employment. Authorities should therefore adopt a consistent approach when exercising discretion.

4. Qualifications

The JNC endorses a range of professional qualifications in youth and community work which are listed in Appendix I to this Agreement.

5. 2003-04 Agreement

This Agreement sets out the terms of the pay and grading structure agreed by the JNC on 28 March 2012. This Agreement sets out in full the text of the guidance document accompanying Joint Education Services Circular (JESC) 133 which sets out the background to the JNC Agreement and the JNC 2005 provisions relating to the implementation of, and transition to, the new structure agreed at that time and which forms the basis of the current JNC.

CONDITIONS OF SERVICE FOR YOUTH AND COMMUNITY WORKERS

6. Written Particulars of Terms of Employment

Employing organisations are reminded that, under the provisions of the Employment Rights Act 1996, section 1 (1), they must give each youth and community worker a written statement of the main terms and conditions of his or her employment within two months of starting at work.

7. Working Time

The standard working week for full-time youth and community workers is 37 hours (36 in London). Work should be allocated fairly and reasonably according to the needs of the service locally and should not normally exceed ten sessions a week. There should be no more than eight evening sessions per fortnight. Session lengths should be clearly defined in every employing organisation.

8. Working Patterns

8.1 Working arrangements will comply with relevant Health and Safety legislation, including the European Working Time Directive and its associated UK legislation.

8.2 An important component in the delivery of high-quality youth and community services is responding to local community needs. The nature of this work often means that youth and community workers provide services in the evenings, weekends, bank holidays and through residential programmes. This policy set out in paragraphs 9 to 15 describes recommended good practice in the management of youth and community work staff who deliver these services. It offers guidance in relation to flexible working, work planning and time off in lieu (TOIL).

9. Working Time Directive

9.1 In line with the European ‘Working Time Directive’, managers should ensure that staff do not work more than 48 hours a week, when averaged over a 17-week period.

Managers should also ensure that workers have an 11-hour break in every 24 hours, and a 48-hour break (or 2x24 hour breaks) over 14 days.

9.2 The JNC recognises, however, that in exceptional circumstances it may not be possible for the member of staff responsible for the activity to take the breaks as described. In these circumstances, agreement should be reached locally, and compensatory rest should be provided within a reasonable period not normally exceeding four weeks from the date accrued.

9.3 Employees should ensure that they are appropriately rested when they come on duty and therefore alert enough at all times to ensure that those under their supervision are properly cared for.

9.4 Managers should ensure youth and community projects and visits have adequate staffing levels relative to the different groups and/or activities being undertaken.

10. Flexible Working for Shorter Periods of Concentrated Working

10.1 Good time management and planning should remove the need for TOIL. The JNC recommends the adoption of a flexible local working policy as this will assist in the organisation and delivery of service and in reducing stress levels. Employers should ensure that agreements for flexible working and TOIL are made known to new and existing employees and that all changes to such agreements are undertaken in consultation with the JNC recognised trade unions.

10.2 Time should be planned over a rolling four-week period with normally up to ten sessions each week.

The following examples show how this can be managed:

Example A If it is necessary to work a three-session day as an exception, then the remaining seven sessions should be planned over the week.

Example B If a residential weekend requires ten sessions to be worked, it will be appropriate, for example, for five sessions to be worked in the preceding week and five in the following week. Thus twenty sessions are worked over a fortnight. In this example, the member of staff will be rested at the beginning of the residential weekend and will be available for work with young people each week.

Example C If two residential weekends of eight sessions each are worked consecutively it will be appropriate, for example, for five sessions to be worked in the week prior to the first weekend, five in the week between the weekends, and four in the week following the second weekend. Thus thirty sessions are worked over the three-week period.

Such flexible working should normally be within the scope of the organisation’s own flexible working policy.

11. Flexible Working for Longer Periods of Concentrated Working

Flexible working is not sufficient to deal with longer periods of concentrated work. A week or more worked away from base will require. A different arrangement e.g., when on youth

exchanges or substantial residentials. As there are too many variables to devise a formula to deal with time off for extended periods of concentrated work, the JNC recommends that a local policy is adopted. This should allow for sufficient periods of planning and evaluation.

12. Staff Required to Work Away From Base for Extended Periods

Different arrangements will be needed for employees whose job requires them to work for extended concentrated periods of time on a regular basis. This will apply to very few staff with for whom particular patterns of work will need to be agreed locally.

13. Sleeping in Duty

13.1 Youth and community workers involved in residential experiences with young people will often be required to sleep in the premises/facilities being used. Employees required to sleep overnight can be compensated through TOIL agreed locally.

13.2 Alternatively an allowance of £32.94 for each night can be paid. This allowance covers the requirement to sleep in and up to 30 minutes call out per night after which an additional allowance of £18.44 per hour is payable. No additional allowance is payable for extra time of less than half an hour on any night.

13.3 At least one employee attending the residential should be designated as being on call out. Should callout occur, the provisions in 13.2 apply.

14. Health and Safety

Regular risk assessments should be carried out on all activities, situations, and locations where employees are expected to work. Employers have also a specific duty under the management of Health and Safety at Work Regulations 1999 to undertake risk assessments to seek to identify and eliminate or control risks to employees' health, safety, and welfare. Stress is one of the risks to health, safety and welfare that must be assessed."

15. Records

In all cases the employee and where appropriate the manager, should keep records for work plans, compensatory rest, flexible working, and TOIL arrangements.

16. Sickness Pay and Leave

16.1 The provisions for sickness pay and leave for youth and community workers dealt with under this Agreement shall be not less favourable than those prescribed for the local government services staff of local authorities in England and Wales dealt with under the NJC National Agreement on Pay and Conditions of Service (the "Green Book").

16.2 The NJC sickness scheme can be found in Appendix III.

17. Maternity, Adoption and Parental Pay and Leave

17.1 The provisions for maternity, adoption and parental leave and pay for youth and community workers dealt with under this Agreement shall not be less favourable than those prescribed for the local government services staff of local authorities in England and Wales

dealt with under the NJC National Agreement on Pay and Conditions of Service (the "Green Book").

17.2 The NJC maternity scheme and model parental leave can be found in Appendix IV and V.

18. Training and Development

Training and development to meet both the individual needs of employees and the service needs of employers should be placed firmly in the forefront of delivery plans. Employers and recognised trade unions shall co-operate to establish and implement local schemes on training and development. All training and development provision should be planned, delivered and monitored on the basis of equality of access for all, including part-timers. Resources for training and development should be shared equitably across all categories of staff.

A skills audit will assist in establishing an overview of local training needs. The JNC endorses the target set out in Annex seven of the "Transforming Youth Work Resourcing Excellent Youth Services" that local services in England should devote between 2% and 5% of the youth work budgets in training and development. Whilst this Agreement does not cover youth work in Wales, the JNC nevertheless endorses a similar target for youth work providers in Wales.

The JNC recommends that workers attending or undertaking approved training and/or development are entitled to payment of normal earnings, all prescribed fees and other relevant expenses arising.

19. In-Service Training

In-service training to encourage the professional development of the youth and community workforce is in the interests of the service as a whole, of individual employers and of the workers concerned. The JNC recognises that the requirement for training is likely to vary between particular employing organisations and from one time to another and that it may not be possible to specify any minimum entitlement to in-service training for youth and community workers. Employers should, therefore, advise workers on, and encourage them to undertake, relevant approved courses of study and training.

20. Pension Provision

Although provisions relating to pension provision are not within the purview of this Agreement, the service of a youth and community worker in a club, centre, or project maintained by a local educational authority is pensionable under the Teachers' Pension Scheme Regulations 2014 and the Teachers' Pension Regulations 2010. From 1 January 2007, all qualifying youth and community workers, whether full-time or part-time, are eligible to join the Teachers' Pension Scheme (TPS). Appointments should be notified to Teachers' Pensions, 11b Lingfield Point, Darlington, DL1 1AX, further information can be found on the TPS website: https://www.teacherspensions.co.uk.

Under the terms of the Teachers' Pension Scheme Regulations 2014 and Teachers' Pension Regulations 2010, full-time and part-time youth and community workers employed by a voluntary organisation are eligible to join the TPS provided the club or centre is in

receipt of a grant from the local authority. The club or centre should contact Teachers' Pensions (address above) for confirmation that the post comes within the scope of the regulations.

Under section 15 or 508 of the Education Act 1996 a youth and community worker who is employed by a local authority is pensionable under the Teachers' Pension Scheme and should not be pensionable under another scheme.

21. Leave

21.1 Youth and community workers to whom this Agreement applies are entitled to six weeks paid holiday (30 working days), in addition to statutory and general national holidays except that (with effect from 1 April 1985) workers who, immediately prior to the commencement of the leave year, have had not less than five years continuous local authority and/or youth and community work service, are entitled to seven weeks paid holiday (35 working days).

21.2 The annual leave entitlement of workers leaving or joining an authority is proportionate to their completed service during the leave year. The annual leave period shall be from 1 April to 31 March. Part-time youth and community workers are entitled to paid annual leave and statutory and general national holidays on a pro-rata basis.

21.3 Public Holidays

Workers shall, irrespective of length of service, be entitled to a holiday with a normal day's pay for each of the statutory, general, and public holidays as they occur.

21.4 Public Duties

Paid leave of absence will be granted for workers undertaking jury service or serving on public bodies or undertaking public duties. Where an allowance is claimable for loss of earnings the worker should claim and pay the allowance to the employing authority.

21.5 Time off for Medical Screening

Necessary paid time off will be granted for the purpose of cancer screening.

21.6 Adoption Leave

Authorities are recommended to introduce adoption leave schemes for workers adopting children.

21.7 Special Leave

Additional leave with or without pay may be granted in special circumstances at the discretion of the employing authority and according to local agreements.

22. Probation and Induction in the First Year of Service

22.1 All youth and community workers should be subject to the local employer's employment probation arrangements with an appropriate induction programme. Good practice guidance notes on probation can be found at Appendix VIII.

22.2 Induction in the First Year of Service

During the first year of service as a youth or community worker, the worker will need supervision and support from their employing organisation in order to undertake the duties and responsibilities of the post they have been appointed to.

The employing authority or organisation shall, during that first year of service, ensure that each worker is provided with an induction programme involving a combination of mentoring, support, monitoring, and assessment. The inducted worker should receive proper support from a designated experienced member of staff and a professional review of progress at regular intervals throughout the induction period.

In any period of induction, the employer should explain in writing the arrangements for supervision, monitoring, support and for assessment at the end of the period.

23. Periods of Notice

Subject to the provisions relating to retirement and except in the case of dismissal for gross misconduct the minimum period of notice to be given by the employer to terminate the contract of employment of a youth and community worker shall be as follows:

- In the case of staff with less than nine years' continuous service with the same employer – not less than two months.
- In the case of staff with nine years' continuous service or more, but less than twelve years with the same employer – one week for each year of service.
- In the case of staff with twelve years' continuous service or more with the same employer – twelve weeks.

The minimum period of notice to be given by a worker to terminate his or her contract of employment shall be no less than two months.

24. Grievance Procedure

Employing organisations shall ensure that all youth and community workers have access to a suitable grievance procedure. A model grievance procedure is set out in Appendix VII to this Agreement. The attention of employers is also drawn to the Code of Practice, "Disciplinary and Grievance Procedures" published by ACAS (the Advisory, Conciliation and Arbitration Service) and available at www.acas.org.uk.

25. Disciplinary Procedure

Employing organisations shall ensure that youth and community workers to whom this Agreement applies have access to a suitable disciplinary procedure. In the absence of separate provisions for youth and community workers, local authorities should consider

whether their existing procedures for teaching staff or local government staff, suitably modified, could be applied also to such staff. The attention of employers is also drawn to the Code of Practice, "Disciplinary and Grievance Procedures" published by ACAS and available at www.acas.org.uk.

26. Official Conduct

(a) Youth and community workers will maintain conduct of the highest standard such that public confidence in their integrity is sustained.

(b) Local codes of practice will be developed to cover the official conduct and the obligations of workers and employers.

27. Workers Temporarily Undertaking Additional Duties

(a) A worker who, for any reason other than the annual leave of another worker is called upon at the request of the employing organisation to undertake the full duties and responsibilities of a higher graded post to which a higher salary scale applies for a continuous period of at least four weeks, is entitled to receive a salary in accordance with the grading of the post temporarily occupied.

The salary to be paid in such circumstances is the salary that would apply were the worker to be promoted to the higher graded post. Once the qualifying period of four weeks has been satisfied, the higher salary will be paid with effect from the first day on which the worker was required to undertake the duties and responsibilities of that post.

(b) The provision in (a) applies only where a worker is required to undertake the full duties and responsibilities of another higher graded post and cannot therefore be applied in cases where the duties and responsibilities are shared between more than one worker.

In cases where there is no entitlement to a higher salary under (a), however, the employer may consider granting an honorarium (of an amount dependent upon the circumstances of each case) to the worker who performs duties outside the scope of his or her post over an extended period, or where the duties and responsibilities involved are exceptionally onerous.

28. Trade Union Facilities and Time Off for Trade Union Duties

Authorities shall provide the recognised trade unions and their representatives with facilities necessary to carry out their functions, including paid leave of absence to attend meetings with the work of the JNC (see Appendix VIII).

PAY AND GRADING STRUCTURE

29. Aims and Objectives of Youth and Community Work

Youth and community workers are employed by an employer or voluntary organisation to work with young people and adults in a given community, either directly or by delegation through paid or volunteer staff, whom they manage.

Employees work in accordance with their employers' policy to contribute to:

- individual and group development
- social and community education
- the quality of individual and community life
- the encouragement of participation

30. Salary Ranges

(a) There are two salary ranges available for youth and community workers: the Youth and Community Support Worker Range (which will be divided into Levels one and two) and the Professional Range. Employees will be allocated to one of those two ranges.

The ranges fall under the following broad descriptions:

- Youth and Community Support Worker Range: first Level – This is for employees who undertake duties under direction. Initiative and independent action will be limited at this level.

- Youth and Community Support Worker Range: second Level – This is for employees who have operational youth work responsibility for local youth club or project, or who carry project-wide responsibility for an area of curriculum of service development. Employees will be line managed by professional youth and community workers who will provide strategic leadership and operational guidance.

- Professional Range – This provides the salary grades for professional youth and community workers who carry strategic and operational responsibilities at a senior level for service delivery and development.

(b) When allocating employees to a particular range, local decisions should take account of the agreed national guidance, the overall level of duties and responsibilities of a particular post and the competencies required.

(c) The pay ranges and pay scales for youth and community work posts are based upon the duties and responsibilities of the post. Grading and pay reflect postholders' duties and responsibilities and not an individual's qualifications. Qualifications will, however, continue to play an important role in establishing workers' skills and competences.

(d) The JNC pay scales and allowances are set out at Appendix IX.

(e) Allocating Individual Workers to Ranges.

Each youth and community worker shall have a job description which specifies duties and responsibilities and the officer to whom they are accountable. An individual employee will be graded having regard to the weight of duties and responsibilities expressed in their job description and to the authorised establishment in relation to the post as determined in the JNC Guidance on Allocation to Ranges. The whole description of the range should be taken into account in judging whether to assign a post to that range, bearing in mind that percentages of time spent on some duties and responsibilities may vary from post to post, it will usually be insufficient for just one responsibility or task to justify the grading of the post at a higher level. The JNC believes there should be consistency between the job description, grading, competencies, qualifications, and operational expectations.

(f) Detached and Area Workers

In the case of detached youth and community workers, area workers or workers with an area of responsibility, the salary range shall be selected having regard to Paragraph 20(e) but noting that the authorised establishment criteria may not be applicable.

(g) Organisation of Duties and Responsibilities

The duties and responsibilities described under the JNC Guidance on Allocation to Ranges may be carried out in a variety of settings, e.g., centre/school based, detached or outreach, or may be undertaken across geographical area. Similarly, some employees may be responsible for one or more specialist projects or fields of work in the whole or part of an employer's area.

31. Choice of Salary Scales on the Ranges

Employees shall be placed on a salary scale of not more than four points from within the range.

In selecting scales, employers will take into account a number of factors at local level:

- Significant differences in overall duties and responsibilities
- Variations in the ease of difficulty of recruiting and retaining workers
- Recognition of the extent to which an individual has developed the job by commitment and performance
- regard should be given to the multidimensional and variety of duties and responsibilities

The payment of off-scale points locally remains at the local authority's discretion.

32. Guidance on Allocation of Ranges

This guidance aims to assist local discussions on criteria for allocating workers to a particular salary range. It needs to be received in conjunction with guidance of competencies and qualifications within the JNC Framework.

YOUTH AND COMMUNITY SUPPORT WORKER RANGE (11 x 4 point scales)

Youth and Community Support Worker – Assisting Role

The grades at the lower end of this range are used for staff appointed in an assisting role, undertaking duties under direction and where independent action will be limited.

Example of Key Duties:

- Working directly with young people to develop their social education by providing programmes of activities, services, and facilities
- Establishing contact with and guiding young people as part of local programmes
- Assisting in the provision of advice and support to local community groups and agencies
- Assisting in the motivation, retention, developing and support of staff and volunteers
- Assisting with service development by contributing to planning, delivery, and monitoring of local provisions
- Day to day administration to ensure smooth running of services
- Implementing equal opportunities policies

Youth and Community Support Worker

This level is for staff who deliver operational youth and community support work in local and area projects. Youth and community support workers will receive strategic leadership and operational guidance from professional youth and community workers.

Example of Key Duties:

- Working directly with young people to develop their social education by providing programmes of activities, services, and facilities
- Establishing contact with and guiding young people as part of local programmes
- Providing advice and support to local community groups and agencies
- Assisting in the motivation, retention, developing and support of staff and volunteers
- Contributing to service development by planning, delivering, and monitoring of local provisions
- Implementing equal opportunities policies
- Establishing and maintaining relationships with young people and community groups
- Maintaining quality of service provision including giving directions to other workers
- First line management responsibility for workers and volunteers, including recruiting, developing and initial disciplining of staff
- Initiating and monitoring developments of services, particularly with other agencies

- Performing and ensuring the discharge of administrative duties (including budget control, records keeping and health and safety)

Professional Range (17 x 4 point scales)

This level provides the salary grades for professional youth and community workers who carry strategic and operational responsibilities for service delivery and development.

Example of Key Duties:

- Performing all the duties for youth and community support workers
- Managing and developing a range of services
- Managing and developing staff and facilities
- Working with other agencies to develop services across the community
- Design, lead and implement a youth work curriculum
- Leading project development and implementation

Determination of Authorised Establishment

It is necessary for employing organisations to determine and approve an authorised establishment. In England for example, 'Transforming Youth Work' sets the youth standard target as 1fte nationally qualified youth and community worker per 400 of 13 – 19 youth population. Authorised establishments will take account of a range of factors, including those outlined below:

(a) The extent and variety of the facilities and services that the authority or organisation assess as needed to meet local needs; and

(b) Deciding the number of workers who need to be present to provide the desired activities and facilities and to ensure the safety of those attending. In deciding this number of workers, regard has to be given to:

(i) the physical capacity of the club or centre
(ii) any special activity/facilities (e.g., intermediate treatment, facilities for the young unemployed, hazardous pursuits requiring high staffing ratios etc.)
(iii) the people attending the club who have special needs (e.g., mentally, or physically disabled)

The authorised establishment will thus comprise the number of posts necessary to execute the extent of activity currently authorised by the employer, whether expressed in terms of full-time paid sessions, or part time paid or voluntary sessions. Additional voluntary sessions above the level of the authorised establishment are to be disregarded in assessing the grading of a particular post. It is, of course, possible for the mix of paid and voluntary sessions to be altered without necessarily affecting the overall level of the authorised establishment.

With effect from 30 March 2010, the JNC has agreed to add two discretionary points to the top of the Professional Range. The values of these points are as follows as of 1 September 2023:

Point 31 £46,195
Point 32 £47,316

These points may be awarded in exceptional circumstances where a particular post merits additional payment in respect of such factors as additional duties or difficulty, specialist activities, special responsibilities, leadership, or advanced skills.

Points 31 and 32 are discretionary and in addition to the usual Professional Range salary points. Trade unions should be consulted locally, but the employer has the final decision on whether these points are utilised.

33. Advanced Practitioners

The JNC has introduced provisions relating to Advanced Practitioners. Full details of the new provisions can be found at Appendix X.

34. Workers in Training

Employers who choose to appoint a post holder who is unable to demonstrate that they can fulfil all the duties of the post, will contractually require the “worker in training” to gain the skills and competences within a reasonable timescale. The time spent on such scales should reflect the normal expectations for achieving the full range of competencies for the substantive post.

The person appointed should be placed initially on a lower four-point scale which adequately reflects the balance in the post between youth work duties and training commitments. When the post holder has gained the necessary skills, competencies, and qualifications they should be placed on the substantive grade of the post. The employer should provide the post holder with active support to help them gain the appropriate skills, competencies and qualifications needed for the post and ensure that the balance of responsibilities and time off for study are appropriate.

35. Appointment or Promotion

The point of entry for other youth or community workers on the appropriate scale shall be determined by the employer having regard to their previous experience and qualifications.

Employers' decision on starting salary and on salary upon re-entry after a break in employment should be taken in the context on national advice and local policies on equal opportunities issues.

On appointment or promotion to another post with a higher salary maximum a youth or community worker shall be placed on the new scale at a point no less than one incremental point higher than that which they were receiving on the day of appointment or promotion.

Those employers whose policy is to pay more than one increment on promotion should continue their local practice.

36. Part-Time Employees

Part-time employees shall not be treated any less favourably than full-time employees. Under the Part-Time Workers) Prevention of Less Favourable Treatment) Regulations 2000, a part-time employee is entitled to parity of treatment with comparable full-time employees.

The JNC also recognises:

- the provisions of "The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002" which limits the use of successive fixed term contracts. The JNC is keen to encourage wherever possible, the permanent employment of full and part-time employees;

- the European Court of Justice's ruling (March 2006) that rolling up pay for statutory annual leave into the hourly rate of pay for employees is contrary to the Working Time Directive. Employers who use systems of rolled up holiday pay should change to a system which ensures that employees actually take appropriate and recordable periods of paid leave.

37. London Area Payments

(i) The amounts payable to staff serving in the Inner London, Outer London and Fringe Areas are contained in Appendix IX. For this purpose, the definition of the areas is as follows:

- The Inner London allowance is payable to workers serving in the following boroughs:

Barking and Dagenham, Brent, Camden, Ealing, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Merton, Newham, Southwark, Tower Hamlets, Wandsworth and Westminster.

- The Outer London Area consists of all other London Boroughs not listed above.

- The Fringe Area is defined as the following districts:

West Sussex	Crawley
Surrey	The whole county
Kent	Dartford, Sevenoaks
Essex	Thurrock, Basildon, Brentwood, Harlow, Epping Forest
Hertfordshire	Broxbourne, Hertsmere, Watford, Three Rivers, Dacorum, Welwyn Hatfield, St Albans, East Herts
Buckinghamshire	Chiltern, South Buckinghamshire
Berkshire	Slough, Bracknell Forest, Windsor and Maidenhead

(ii) Where a youth or community worker is principally employed in two or more payment areas, the rate to be paid to the individual will be determined by reference to their principal place of employment.

In the event of a worker dividing their time equally between two or more payment areas, the rate to be paid to the individual is the higher of the two rates.

38. Payment of Increments

(a) Annual increments are payable on 1 April each year, or on 1 September each year in the case of those staff to which paragraph (b) below applies, subject to 26 weeks satisfactory service under this Report, until the maximum of the scale is reached.

(b) A youth or community worker who moves from teaching service in a maintained school or further education establishment or service under the Soulbury Report, and who formerly received their annual increment on 1 September, shall continue to receive their increment on their new scale on 1 September each year, subject to the provisions set out in Paragraph (a) above.

39. Irregular Working Patterns

Youth and community workers employed by a local authority or an employing organisation on a temporary basis, shall have all conditions of a full-time worker applied, on a pro rata basis. An employer which employs youth and community workers to work:

- occasional hours; or
- hours additional to those they are contracted to work

shall apply the following divisor to the appropriate salary scale in order, to determine the hourly rate of pay:

Working Week	**Divisor** *(total number of hours p.a.)*
36 (in London)	1562
37	1605

This formula should only be used where it is not possible to predict in advance the length of the employment or additional hours worked.

40. Safeguarding

The JNC has agreed that no worker should suffer an immediate loss of salary when assimilating from the old three-level structure to the new JNC structure and that there should not be any reduction in the current salary maximum when undertaking the same range of duties.

41. Appeals

The Procedure Agreement for Appeals against salary gradings is set out in Appendix XII of this Agreement.

42. Interpretation

Questions relating to the interpretation of this Agreement shall be considered and determined by the Committee. Such questions should be submitted by employing organisations through the Employers' Side, or by an officer or association of officers through the Staff Side.

Appendix I

JNC ENDORSED PROFESSIONAL QUALIFICATIONS

Comprehensive List of all Schemes, Courses and Programmes Recognised from 1945 onwards

1) TRAINING APPROVED BY THE MINISTRY OF EDUCATION 1945-1960

Westhill College
University College, Swansea

2) TRAINING APPROVED BY THE MINISTRY OF EDUCATION AND RECOGNISED BY JNC 1961-1970

National College, Leicester
Liverpool University/NABC
YMCA
University College, Swansea
Westhill College
Manchester University- PG Diploma

3) TRAINING APPROVED AND RECOGNISED 1970-1982

Bulmershe College - 2 yr certificate
Crewe and Alsager College -2 yr certificate
Matlock College - 2 yr certificate
Manchester Polytechnic - 2yr certificate
Goldsmiths College - 2 yr certificate
Westhill College - 2 yr certificate
City of Leicester College - 2 yr certificate
YMCA National College -2 yr certificate
University of Durham - 2 yr certificate
Sunderland Polytechnic -2 yr certificate
Manchester Polytechnic - PG Diploma
Swansea - PG Diploma
Avery Hill -3 yr certificate
YMCA National College (p/t distance learning)

4) JNC RECOGNISED PROGRAMMES – 1982 TO DATE

When CETYCW (Council for Education and Training in Youth and Community Work) was established in 1982 to undertake the professional validation function it was agreed that programmes recognised at that time by the JNC would remain on the list until such time as CETYCW had considered them formally for validation. This ensured that no students would be disenfranchised by the process. It took several years to consider all existing programmes and others being proposed. That process was completed by the late eighties, after which all programmes have been subject to a five-year review. The review of the

Guidelines (September 1997 and more recently “Requirements, September 2001”) required that all programmes are subject to comprehensive review at least every five years and monitoring on an annual basis.

University / College Name	Previous Name (if applicable)	Programme Title	Validated From	Validated To
Anglia Ruskin University	Anglia Polytechnic University	Foundation Degree in Working with Young People	Jan-05	Aug-09
Anglia Ruskin University	Anglia Polytechnic University	BA(Hons) Youth and Community Work	Sep-09	Aug-14
Avon Accreditation Trust		Accrediation Scheme in Youth and Community Work	May-93	Dec-97
Bath, University of		Foundation degree Youth Work	Sep-05	Aug-10
Birmingham City University		BA (Hons) Youth Work and Communities	Sep-21	Aug-26
Bishop Grosseteste University		BA (Hons) Applied Studies Children and Youth Work	May-12	May-17
Bishop Grosseteste University		BA (Hons) Professional Studies in Children and Youth Work	May-17	May-23
Bradford College	Bradford and Ilkley College	Certificate F/T	Oct-84	Oct-92
Bradford College	Bradford and Ilkley College	BA (Hons) F/T	Oct-85	Oct-90
Bradford College	Bradford and Ilkley College	DipHE Youth and Community Work F/T	Oct-92	Oct-98
Bradford College	Bradford and Ilkley College	DipHE Youth and Community Work P/T	Oct-93	Oct-98
Bradford College	Bradford and Ilkley College	DipHE/BA (Hons) Youth and Community Work/Development	Oct-98	Oct-03
Bradford College	Bradford and Ilkley College	DipHE/BA (Hons) Youth and Community Development	Oct-03	Oct-08
Bradford College	Bradford and	BA (Hons) Youth and Community Development	Jun-08	Aug-23

	Ilkley College			
Bradford College	Bradford and Ilkley College	PG Dip/MA Youth & Community Development	Oct-99	Oct-06
Bradford College	Bradford and Ilkley College	PG Dip/MA Youth & Community Development	Jan-07	Sep-23
Brunel University		BSc (Hons)	1984	1986
Brunel University		DipHE Youth and Community Work (Accessible Routes to Qualification) P/T	Sep-96	Jan-97
Brunel University		DipHE Youth and Community Work (Accessible Routes to Qualification) P/T	Feb-99	Feb-09
Brunel University		BA (Hons) Youth and Community Work	Sep-08	Aug-13
Brunel University		PG Certificate in Youth and Community Work P/T	Feb-89	Sep-94
Brunel University		PG Certificate in Youth and Community Work P/T	Sep-95	Sep-06
Brunel University		PG Dip/MA Youth and Community Work	Sep-07	Aug-12
Cheltenham and Gloucester College	St Paul and St Mary	Diploma in Youth and Community Work P/T	Nov-89	Feb-94
Coventry University		BA (Hons) Youth Work	Sep-07	Aug-17
Crewe and Alsager College		PG Diploma F/T	Oct-89	Jul-94
Crewe and Alsager College		Dip HE Youth and Community Work F/T	Feb-91	Jul-94
CYM: The Institute for Children, Youth & Mission		DipHE Youth and Community Work	Sep-98	Sep-09
CYM: The Institute for Children, Youth & Mission		BA (Hons) Youth and Community Work and Applied Theology	Sep-98	Sep-09
CYM: The		BA (Hons) Youth and Community Work and Practical	Sep-09	Aug-15

Institute for Children, Youth & Mission		Theology (England and Ireland)		
CYM: The Institute for Children, Youth & Mission		BA (Hons) School and Community Work and Practical Theology	Sep-09	Aug-14
CYM: The Institute for Children, Youth & Mission		BA (Hons) School, Youth and Community Work and Practical Theology	Sep-14	Aug-16
CYM: The Institute for Children, Youth & Mission		BA (Hons) Youth Work, Communities and Practical Theology (England)	Sep-14	Aug-21
CYM: The Institute for Children, Youth & Mission		BA (Hons) Practical Theology (Community Youth Work)	Jul-20	Jul-25
CYM: The Institute for Children, Youth & Mission		MA Youth and Community Work	Sep-06	Sep-11
CYM: The Institute for Children, Youth & Mission		PG Dip/MA Youth and Community Work and Practical Theology	Sep-11	Aug-16
CYM: The Institute for Children, Youth & Mission		PG Dip Mission and Ministry (Youth and Community Work)	Jul-20	Jul-25
De Montfort University	Leicester Polytechnic	F/T Certificate	Feb-86	Oct-91
De Montfort University	Leicester Polytechnic	P/T Certificate	Jun-90	Jun-95
De Montfort University	Leicester Polytechnic	DipHE/BA Youth and Community Development F/T and P/T	Oct-91	Jun-99
De Montfort University		DipHE/BA/BA (Hons) Youth and Community Development F/T and P/T	Sep-98	Sep-08
De Montfort University		BA (Hons) Youth and Community Work	Sep-08	Aug-13
De Montfort University		BA (Hons) Youth Work and Community Development	Sep-13	Sep-23

De Montfort University		PG Dip/MA in Community Education	Jun-94	Jun-99
De Montfort University		PG Dip/MA Community Education (PT and Distance Learning)	Jun-99	Sep-04
De Montfort University		PG Dip/MA Health & Community Development (Distance Learning)	Sep-98	Aug-05
De Montfort University		PG Dip/MA Health and Community Development	Sep-05	Aug-12
De Montfort University		PG Dip/MA Youth Work, Health and Community Development	Sep-12	Aug-20
De Montfort University		PG Dip/MA Youth Work, Health and Community Leadership	Sep-20	Sep-25
De Montfort University		PG Dip/MA Youth Work and Community Development	Sep-05	Aug-25
Dudley MBC (with Brunel University)		Apprenticeship Scheme F/T	Jan-89	Jan-94
Dundalk Institute of Technology		BA (Hons) Youth Work F/T	June-21	June-26
Durham University		Certificate in Community and Youth Work F/T	Nov-87	Feb-93
Durham University		DipHE Community and Youth Work Studies	May-93	Feb-04
Durham University		MA Youth and Community Work	Oct-01	Sep-17
Ealing Youth Service		Certificate F/T	Mar-98	Dec-91
Edgehill University		MA Youth and Community Work	Mar-10	Feb-15
Galway Mayo Institute of Technology		BA in Community Development and Youth Work	Sep-21	Sep-26
Goldsmiths College, University of London		F/T Certificate	Nov-87	Sep-93
Goldsmiths		DipHE Youth and Community Work	Sep-93	Sep-03

College, University of London				
Goldsmiths College, University of London		DipHE/BA Youth and Community Work	Sep-03	Sep-08
Goldsmiths College, University of London		BA (Hons) Applied Social Science, Community Development and Youth Work	Sep-02	Sep-22
Goldsmiths College, University of London		BA (Hons) Social Science, Community Development and Youth Work	Sep-22	Aug-27
Goldsmiths College, University of London		PG Dip/MA Applied Anthropology, Community and Youth Work F/T and P/T	Feb-91	Aug-27
Greater Manchester Accreditation Unit		Community Work Accreditation Process	Jul-91	May-01
Greater Manchester Community Work Training Group	Greater Manchester Accreditation Unit	Community and Youth Work Accreditation Process	May-98	May-01
Greenwich University	Thames Polytechnic / Avery Hill	Certificate Youth and Community Work P/T	Feb-88	Jul-93
Greenwich University	Thames Polytechnic / Avery Hill	Dip HE Youth and Community Studies	Oct-95	Aug-10
Greenwich University	Thames Polytechnic / Avery Hill	DipHE/BA Youth and Community Studies	Sep-00	Aug-10
Greenwich University	Thames Polytechnic / Avery Hill	BA (Hons) Youth and Community Work	Sep-10	Aug-15
Greenwich University	Thames Polytechnic / Avery Hill	PG Diploma F/T and P/T	Mar-89	Jul-93
Havering	NELBTC	DipHE Youth and Community Work	May-95	May-05

College of Further and Higher Education				
Havering College of Further and Higher Education	NELBTC	BA (Hons) Youth and Community Work	Sep-10	Aug-15
International Christian College, Glasgow		BA Youth Work with Applied Theology	Sep-04	Sep-09
Jewish Youth Service Partners Group		Jewish Youth Work Apprenticeship Scheme	Oct-92	Oct-97
Leeds Beckett University	Leeds Metropolitan University	BA (Hons) Youth Work and Community Development (JNC) – Youth and Conflict (pathway)	Jun-11	Jun-18
Leeds Beckett University		PG Dip/MA Youth Work and Community Development	Sep-18	Aug-28
Leeds Beckett University	Leeds Metropolitan University	BA (Hons) Youth Work and Community Development	Sep-18	Aug-23
Leeds Beckett University		BA (Hons) Youth Work (JNC)	Sep-23	Aug-28
Leeds Beckett University		BA (Hons) Youth Work (JNC) degree apprenticeship	Sep-23	Aug-28
Leeds Beckett University	Leeds Metropolitan University	PG Dip Youth Work and Community Development	Sep-11	Aug-18
Leeds Metropolitan University		BA (Hons) Youth and Community Development	Jun-07	Jun-12
Leeds Metropolitan University		BA (Hons) Youth Work and Community Development	Sep-11	Aug-18
Leeds Metropolitan University		PG Dip Youth Work and Community Development	Sep-06	Sep-11
Leeds Metropolitan University		MA Youth and Community Studies	Sep-06	Sep-11

Leeds Metropolitan University (1992 - 2014)		DipHE Youth and Community Work P/T and F/T	Oct-97	Sep-10
Leeds Metropolitan University / Rotherham YS		DipHE Youth and Community Work P/T	Sep-92	Oct-02
Leeds Polytechnic (1970 - 1992)		DipHE Youth and Community Work F/T	Feb-91	Feb-96
Liverpool Hope University		BA Youth Work and Community Development	Sep-22	Aug-27
Liverpool Hope University		MA Youth and Community Development	Sep-14	Aug-19
Liverpool Hope University		MA Youth Work and Community Development	Sep-10	Aug-24
Liverpool John Moores University		DipHE Youth and Community Work	Feb-94	Sep-09
London Metropolitan University		BSc (Hons) Youth Work	Sep-10	Aug-16
London Metropolitan University		BSc (Hons) Youth Work	Sep-22	Aug-27
London Metropolitan University		MSc Youth and Community Work	Apr-20	Apr-25
Manchester Metropolitan University	Manchester Polytechnic	F/T Certificate	Dec-85	Oct-92
Manchester Metropolitan University	Manchester Polytechnic	P/T Certificate	Jun-85	Oct-92
Manchester Metropolitan University		DipHE Youth and Community Work Studies	Oct-92	Oct-97
Manchester Metropolitan University		DipHE/BA (Hons) Youth and Community Work	Jun-99	Aug-09

Manchester Metropolitan University		BA (Hons) Youth and Community Work	Sep-09	Aug-19
Manchester Metropolitan University	Manchester Polytechnic	PG Diploma	Nov-88	Jul-94
Manchester Metropolitan University		PG Dip/MA Youth and Community Work	Aug-94	Nov-19
Maynooth University		BSocSc (Hons) Community and Youth Work	June-19	June-24
Maynooth University		MSocSc Community and Youth Work	June-19	June-24
Middlesex University		BA (Hons) Integrated Youth Work and Support (Barnet)	Mar-10	Feb-12
Middlesex University		BA (Hons) Youth Work (The College of Haringey, Enfield and North East London)	Mar-10	Feb-15
Moorlands College		BA (Hons) Applied Theology (Youth and Community Work)	Aug-99	Aug-25
Moorlands College		Grad Dip Applied Theology (Youth and Community Work)	Feb-05	Feb-10
Moorlands College		PG Dip Applied Theology (Youth & Community Work)	Jun-11	Jun-16
Moorlands College and Youth Link		BA (Hons) in Applied Theology (Youth and Community Work)	Jan-21	Jan-26
Nazarene Theological College		DipHE Theology and Youth Ministry	Sep-03	Aug-08
Nazarene Theological College		BA (Hons) Theology, Youth Work and Ministry	Sep-08	Aug-16
Nazarene Theological College		BA (Hons) Theology (Youth and Community)	Aug-16	Oct-21
NE Wales Institute of HE (Cartrefle)		Diploma Youth and Community Work F/T	May-87	May-92
Newman	Newman	Foundation Degree Youth Work and Youth Ministry	Sep-07	Aug-10

University	University College			
Newman University	Newman University College	Foundation Degree Youth Work	Sep-07	Aug-10
Newman University	Newman University College	BA (Hons) Youth and Community Work with Christian, Muslim and secular pathways	Sep-09	Dec-14
Newman University		BA (Hons) Youth and Community Work	Sep-14	Aug-24
Newman University		PG Dip/MA Youth and Community Work	Dec-09	Aug-19
North East Regional Training Group		Accreditation of Community and Youth Work Experience Scheme	Jun-92	Dec-97
Oasis College of Higher Education	Oasis Trust	DipHE Youth Work and Ministry	Sep-01	Aug-09
Oasis College of Higher Education	Oasis Trust	BA (Hons) Youth Work and Ministry	Aug-09	Aug-14
Oasis College of Higher Education	Oasis Trust	BA (Hons) Youth Work and Theology	Sep-14	Aug-19
Oasis College of Higher Education	Oasis Trust	Graduate Diploma in Youth Work and Ministry	Sep-11	Aug-19
Open University		Foundation Degree Working with Young People	Sep-05	Sep-10
Open University		BA (Hons) Youth Work	Sep-09	Aug-14
Open University		BA (Hons) Youth and Community Work	Sep-10	Aug-15
Open University		BA (Hons) Youth Work	Sep-15	Aug-20
Plater College, University Of Oxford		F/T Certificate	1989	1989
Plymouth Marjon University	College of St Mark and St John	DipHE Youth and Community Work	May-94	Sep-04

Plymouth Marjon University	College of St Mark and St John	DipHE/BA Youth and Community Work	Sep-04	Sep-09
Plymouth Marjon University	University of St Mark & St John	BA (Hons) Youth and Community Work	Sep-09	Aug-28
Plymouth Marjon University	University of St Mark & St John	Integrated Degree Apprenticeship in Youth Work	Sep-23	Aug-28
Plymouth Marjon University	College of St Mark and St John	PG Dip/MA Community and Youth Work F/T	Nov-89	Nov-94
Plymouth Marjon University	College of St Mark and St John	PG Dip/MA Community and Youth Work	Oct-97	Oct-07
Plymouth Marjon University	University College Plymouth St Mark and St John	PG Dip/MA Youth and Community Work	Sep-04	Aug-24
Ruskin College		Foundation Degree Youth and Community Work	Sep-03	Sep-08
Ruskin College		BA (Hons) Youth and Community Work	Sep-08	Aug-18
Ruskin College		BA (Hons) Community Development and Youth Work	May-16	May-21
Sheffield Hallam University		Foundation Degree Youth and Community Work	Jun-07	Aug-10
Sheffield Hallam University		BA (Hons) Youth and Community Work	Sep-10	Aug-20
Sheffield Hallam University		Graduate Diploma Youth Work	Jun-07	May-18
South Yorkshire Accreditation Project		Diploma in Youth and Community Work	Feb-96	Feb-01
St Helens College		Foundation Degree in Youth and Community Studies	Sep-05	Aug-10
St Helens College		BA (Hons) Part Time Youth and Community Work	Sep-10	Aug-16
St Patricks, Maynooth, Dublin		Diploma Community and Youth Work	Jun-89	Jun-94

Staffordshire University		Foundation Degree in Youth and Community Work	Sep-06	Jun-08
Technological University Dublin, Blanchardstown Campus	Institute of Technology, Blanchardstown	BA (Hons) in Community Development and Youth Work	Sep-15	Sep-25
Teesside University		BSc (Hons) Youth Studies and Youth Work	Mar-08	Feb-13
Teesside University		PG Dip/MSc Youth and Community Development	Sep-03	Sep-08
Teesside University		MSc Professional Qualification in Youth Work	Sep-08	Aug-13
Teesside University		PG Dip/MSc Youth Work	Sep-13	Aug-18
Teesside University		PG Dip/MA Youth and Community Work	Sep-23	Aug-28
Turning Point		Diploma in Youth and Community Work	Oct-04	Nov-09
University College Birmingham		PGDip Youth Work and Community Work	Sep-10	Aug-15
University College Birmingham		PGDip Youth Work and Community Development	Sep-15	Aug-20
University College Cork		B.Soc.Sc Youth and Community Work	Oct-89	Aug-09
University College Cork		Higher Diploma / M.Soc.Sc (Youth and Community Work	May-94	Aug-04
University College Cork		Postgraduate Diploma in Youth Work	June-19	June-24
University College Cork		BSocSc Youth & Community Work	June-19	June-24
University of Bedfordshire	M-One Project / Luton University	Certificate in Youth and Community Work	Jun-89	Jun-96
University of Bedfordshire	Luton University	DipHE Youth and Community Studies	Sep-98	Sep-08

University of Bedfordshire	Luton University	Foundation Degree in Youth and Community Work	Sep-04	Sep-08
University of Bedfordshire	Luton University	BA (Hons) Youth and Community Studies	Jun-08	Jun-13
University of Bedfordshire	Luton University	BA (Hons) Youth and Community Work	Jun-13	Mar-23
University of Bedfordshire	Luton University	PGDip/MA Childhood, Youth and Family Studies: Youth Work Pathway	Sep-22	Aug-27
University of Birmingham	Westhill College, Birmingham	Certificate f/t / BA(Hons) f/t	Sep-82	Sep-88
University of Birmingham	Westhill College, Birmingham	F/T Certificate	Sep-88	Sep-94
University of Birmingham	Westhill College, Birmingham	F/T PG Certificate	Sep-89	Sep-94
University of Birmingham	Westhill College, Birmingham	B Phil (Ed) One Year Route for Graduates (CYX)	Jun-94	Jun-99
University of Birmingham	Westhill College, Birmingham	B Phil (Ed) Community and Youth Studies (CY)	Jun-94	Jun-99
University of Birmingham	Westhill College, Birmingham	DipHE/B Phil Community, Play and Youth Studies PT	Jun-97	Jun-99
University of Birmingham	Westhill College, Birmingham	DipHE/B Phil Community, Play and Youth Studies (Condensed / Accelerated (X) routes)	Sep-99	Sep-06
University of Birmingham	Westhill College, Birmingham	DipHE Community, Play and Youth Studies	Sep-06	Aug-11
University of Bolton		BA (Hons) Youth and Community Work	Sep-08	Aug-19
University of Bolton		BA (Hons) Community Development & Youth Work	Sep-17	Aug-27
University of Bolton		BA (Hons) Community Development & Youth Work (Professionally Endorsed) (Youth Worker Integrated Degree Apprenticeship)	Aug-23	Aug-28

University of Brighton		DipHE Youth and Community (Employment Based)	Sep-99	Sep-04
University of Brighton		DipHE/Foundation Degree Youth Work	Jun-05	Jun-10
University of Brighton		BA (Hons) Youth Work	Apr-09	Jul-23
University of Central Lancashire		BA (Hons) Youth Work and Community Practice	Sep-21	Aug-26
University of Central Lancashire		BA (Hons) Youth Work and Community Practice Integrated Degree Apprenticeship	Sep-23	Aug-28
University of Chester	University College Chester	DipHE Christian Youth Work	Sep-01	Oct-09
University of Chester		BA (Hons) Christian Youth Work	Sep-04	Aug-14
University of Chester		Foundation Degree Muslim Youth Work	Sep-07	Aug-10
University of Chester		BA (Hons) Youth Work	May-12	Apr-17
University of Chichester	University College Chichester	DipHE Youth and Community Work	Sep-04	Sep-09
University of Chichester		BA (Hons) Youth and Community Work	Sep-08	Aug-13
University of Cumbria	St Martins	BA Youth Studies F/T	Jun-86	Jul-91
University of Cumbria	St Martins	DipHE/BA (Hons) Community and Youth Studies	Jun-86	Feb-09
University of Cumbria		BA (Hons) Youth and Community Work	Sep-09	Aug-19
University of Cumbria		Graduate Diploma Youth and Community Work	Sep-09	Aug-19
University of Cumbria		BA (Hons) Youth Work and Community Development	Aug-18	Jul-23
University of	St Martins	PG Diploma F/T	Jun-86	Jul-91

Cumbria				
University of Cumbria	St Martins	PG Diploma F/T	Oct-88	Oct-93
University of Cumbria	St Martins	PG Diploma in Youth and Community Work F/T	Jul-91	Sep-01
University of Cumbria	St Martins	PG Certificate in Youth and Community Work P/T	May-94	Sep-01
University of Cumbria	St Martins	PG Cert Youth and Community Work	Sep-96	Aug-01
University of Cumbria	St Martins	PG Dip Youth and Community Work	Sep-01	Sep-06
University of Cumbria		PG Dip Youth and Community Work	Sep-14	Aug-19
University of Cumbria		MA Youth and Community Work	Sep-14	Aug-19
University of Cumbria		MA Youth Work and Community Development	May-18	Sep-23
University of Cumbria		PG Cert/PG Dip Youth Work and Community Development	May-18	Sep-23
University of Derby	Derbyshire College / Matlock College	F/T Certificate in Youth and Community Work	Oct-86	Feb-93
University of Derby	Derbyshire College / Matlock College	P/T Certificate in Youth and Community Work	Jan-89	Feb-93
University of Derby	Derbyshire College / Matlock College	DipHE Youth and Community Work	Feb-93	Sep-08
University of Derby	Derbyshire College / Matlock College	DipHE Youth and Community Development	Sep-03	Sep-08
University of Derby		BA (Hons) Applied Community and Youth Work Studies	Jun-03	Aug-13
University of Derby		BA (Hons) Working with Young People and Communities (Youth Work)	Jun-13	May-18
University of Derby		BA (Hons) Youth Work and Community Development (with pathways)	Mar-18	Aug-23

University of East London		BA (Hons) Youth and Community Work	Sep-06	Aug-16
University of East London		BA (Hons) Youth Work	Apr-20	Apr-25
University of East London		PG Dip Youth and Community Work	Sep-09	Aug-14
University of East London		PG Dip Youth and Community Studies	Sep-14	Aug-19
University of East London		PG Dip/MA Youth and Community Work	Sep-19	Aug-24
University of Gloucestershire		BA (Hons) Youth and Community Work	Sep-09	Aug-14
University of Gloucestershire		PG Dip/MA Youth Work	Sep-14	Aug-19
University of Huddersfield		DipHE Youth and Community Work	Oct-95	Oct-05
University of Huddersfield		Diploma in Professional Studies (Advanced undergraduate)	Jun-99	Aug-09
University of Huddersfield		DipHE/BA (Hons) Youth and Community Work	Oct-05	Sep-11
University of Huddersfield		BA (Hons) Youth and Community Work	Sep-11	Aug-27
University of Huddersfield		PG Diploma/MA Professional Studies (Youth and Community Work)	Oct-09	Aug-19
University of Hull		Diploma Community and Youth Work	Sep-02	Sep-10
University of Hull		BA (Hons) Youth and Community Work Studies	Sep-10	Aug-15
University of Hull		BA (Hons) Youth Work and Community Development	Sep-15	Sep-20
University of Hull		BA (Hons) Education Studies: Youth and Community Work	Sep-21	Sep-26
University of Hull		PG Dip/MA Community and Youth Work	Sep-11	Aug-16
University of Lincoln	Humberside Polytechnic	DipHE Youth and Community Work	Feb-91	Feb-01
University of	Community	Certificate in Community Work (P/T)	Jul-91	Jul-96

Manchester	Work Unit			
University of Manchester	Community Work Unit	Diploma Community and Youth Work Studies	Sep-95	Sep-08
University of Manchester		BA (Hons) Applied Community and Youth Work Studies	Sep-08	Aug-15
University of Northampton		MA Youth & Community Work	Jun-12	Sep-17
University of Northampton		MA Youth and Community Leadership	Jul-20	Jul-25
University of Plymouth	Polytechnic of the South West	F/T and P/T Diploma	1989	1989
University of Reading	Bulmershe College	F/T Certificate	Nov-87	Nov-92
University of Reading	Bulmershe College	P/T Certificate	Oct-89	Oct-94
University of Reading		Di HE Community and Youth Studies	Sep-92	Feb-00
University of Reading		Dip HE/BA Community and Youth Studies	Feb-00	Feb-05
University of Southampton		Foundation Degree: Youth Work	Jan-04	Jan-09
University of Sunderland	Sunderland Polytechnic	F/T Certificate	Oct-85	
University of Sunderland	Sunderland Polytechnic	P/T Certificate	Oct-90	
University of Sunderland	Sunderland Polytechnic	DipHE Community and Youth Work	Feb-94	Feb-04
University of Sunderland		DipHE/BA (Hons) Community Youth Work	Sep-04	Sep-09
University of Sunderland		Foundation Degree in Youth and Community Work	Sep-05	Sep-09
University of Sunderland		BA (Hons) Youth and Community Studies	Feb-08	Jan-13
University of Sunderland		BA (Hons) Community and Youth Work Studies	Feb-13	Nov-22

University of Sunderland		BA (Hons) Community and Youth Work	Sep-23	Aug-28
University of Sunderland		BA (Hons) Community and Youth Work (Integrated Degree Apprenticeship)	Sep-23	Aug-28
University of Sunderland		MA Childhood and Youth Studies (Youth Work)	Jul-20	Jul-25
University of Ulster		BSc (Hons) F/T	Feb-89	Oct-94
University of Ulster		DipHE Community and Youth Work	Jun-95	Jun-05
University of Ulster		DipHE/BSc Community and Youth Work	Apr-06	Mar-07
University of Ulster		BSc (Hons) Community Youth Work F/T & P/T	Sep-18	June-24
University of Ulster		Postgraduate Diploma Community Youth Work P/T	Sep-18	June-24
University of West of England	Bristol Polytechnic	F/T Diploma	Jun-89	May-94
University of West of England		DipHE Youth and Community Work F/T and P/T	May-94	May-00
University of Worcester		BA (Hons) in Youth and Community Work	Sep-08	Aug-18
YMCA George Williams College		P/T Certificate (Distance Learning)	Oct-85	Feb-91
YMCA George Williams College		F/T Certificate	Feb-86	Feb-91
YMCA George Williams College		DipHE (Informal and Community Education) F/T	Jul-91	Jul-96
YMCA George Williams College		DipHE (Informal and Community Education) P/T Distance Learning	Jul-91	Jul-96
YMCA George Williams College		DipHE (Informal and Community Education) F/T & P/T Distance Learning	Jun-97	Jun-02
YMCA George Williams College		DipHE Informal and Community Education (F/T & P/T Distance Learning)	Jun-02	Jun-07
YMCA George		DipHE Informal Education (Youth Work & Community	Jun-07	Aug-10

Williams College		Learning & Development)		
YMCA George Williams College		BA Informal Education (Distance Learning)	Jun-97	Jun-07
YMCA George Williams College		BA Informal Education (Youth Work & Community Learning & Development)	Jun-07	Aug-12
YMCA George Williams College		BA Informal and Community Education (F/T Distance Learning & P/T taught)	Jun-97	Jun-07
YMCA George Williams College		Diploma of Professional Studies in Education F/T	Jun-97	Jun-00
YMCA George Williams College		BA (Hons) Youth Work and community learning and development	Jun-12	Sep-17
YMCA George Williams College		BA (Hons) Social Pedagogy (youth work and community learning and development)	Jun-12	Sep-17
YMCA George Williams College		BA (Hons) Education and learning (youth work and community learning and development)	Jun-12	Sep-17
YMCA George Williams College		BA (Hons) Children, Young People and Families	Aug-17	Aug-22
YMCA George Williams College		PG Dip/MA Youth work and community learning and development	Jun-12	Aug-18
YMCA George Williams College		PG Dip/MA Youth work, community learning and development	Aug-18	Aug-23
York St John University		BA Community and Youth Work	Sep-12	Aug-18
Yorkshire and Humberside (YHAFHE)		P/T Certificate	Feb-88	Feb-93

5) TEACHER QUALIFICATIONS LEADING TO QUALIFIED TEACHER STATUS AWARDED UP TO AND INCLUDING 31 DECEMBER 1988

Persons satisfying the requirements of the Secretary of State for Education and Science for the status of qualified teacher where such status was awarded up to, and including 31 December 1988 will be regarded as holding an equivalent level of qualification to those listed in this Appendix. The Committee requires that persons granted qualified teacher status after that date will only be accepted as holding an equivalent level of qualification if they have included appropriate youth and/or

community content as part of their course of teacher training. These courses are listed in this Appendix.

6) SPECIALIST B.E.D. PROGRAMMES WHICH CARRIED ENDORSEMENT AFTER 1988 (Designed to prepare students for joint posts in teaching/youth work)

All were discontinued in the early 1990's (if not before):

- Avery Hill (later Thames Polytechnic)
- Crewe and Alsager College
- Newman and Westhill Colleges (reverted to Westhill College)
- Roehampton Institute
- St Martins, Lancaster

For further information, please contact the National Youth Agency
Email: nya@nya.org.uk Website: www.nya.org.uk

Appendix II

JOINT NEGOTIATING COMMITTEE FOR YOUTH AND COMMUNITY WORKERS

GUIDANCE ON LINKING SKILLS, COMPETENCIES AND QUALIFICATIONS WITHIN THE JNC FRAMEWORK IN ENGLAND AND WALES

Introduction

The Joint Negotiating Committee for Youth and Community Workers (JNC), the Confederation of Heads of Young Peoples Services (CHYPS), the National Council for Voluntary Youth Services (NCVYS), the Association of Directors of Education Wales (ADEW), the Principal Youth Officers' Group and the Council for Wales of Voluntary Youth Service (CWVYS) have a commitment to retain and develop JNC terms and conditions as the most appropriate to youth and community work. JNC terms and conditions are applicable in both the statutory and voluntary community sectors.

This guidance draws on the grading criteria within the JNC framework and the National Occupational Standards for Youth Work[1] in order to effectively link the skills and competencies required to fulfil a youth and community work post in England and Wales with the:

- Higher Education (HE) qualifications in youth and community work recognised by the JNC as conferring professionally qualified status[2], or the
- Youth support work qualifications contained within the Qualifications and Credit Framework[3] (QCF) as identified in the Sector Qualifications Strategy (SQS) for Youth Work.

Youth support work qualifications are approved by the Office of the Qualifications and Examinations Regulator (Ofqual), the Department for Education (DfE) of the Welsh Government, the organisations with statutory responsibility for regulating external qualifications in England and Wales.

Youth Support Work qualifications recognised by the JNC are those that adhere to the specified rules of combination agreed through consultation with the sector. These stipulate the specified mandatory units and range of optional units, and in what formation, that are required for youth work roles graded on the Youth Support Work range of the JNC framework.

Representatives from the National Youth Agency's (NYA) Education and Training Standards Committee (ETS) and ETS Wales contributed to the development of this guidance.

Recognised Qualifications

The key concept is that a post holder appointed to a particular range must be able to demonstrate competence to fulfil the duties and responsibilities of the post. Employers will need to take care in drawing up job descriptions to ensure that the skills and expertise required of workers match the requirements of the posts.

To assist employers, the NYA and the Welsh Local Government Association (WLGA) through their respective ETS committees, operate a process of professional validation/endorsement of HE undergraduate and postgraduate youth work courses. Validation/endorsement by an ETS Committee confers recognition that HE courses have met the required standard for professional formation of youth work students as recognised by the JNC.

Scotland has a separate but similar process for the approval of higher education programmes, which is carried out by the Community Learning and Development (CLD) Standards Council. Similarly, Northern Ireland and the Republic of Ireland operate an endorsement process for HE courses through the North/South Education and Training Standards Committee (NSETS). The ETS committees across the UK and Ireland come together as the Joint ETS to share information, discuss issues relating to professional endorsement and to agree protocols for working practices.

The ETS committees in England and Wales also endorse OFQUAL approved Awarding Organisations (AOs) for the delivery of QCF youth support work vocational qualifications. Employers are guided to specified youth work programmes, which are accredited through one of these endorsed AOs as the endorsement process is based on a relationship between AOs and ETS to secure standards against the JNC framework.

A full list of recognised courses can be found in Appendix I of the JNC Agreement and the updated list can be accessed from the following websites:

- ETS England: www.nya.org.uk
- ETS Wales: www.etswales.org.uk

Linking the JNC framework and qualifications

The following table links the key grading criteria in the JNC framework with the recognised qualifications described above.

JNC FRAMEWORK	MINIMUM QUALIFICATION
Youth and Community Support Worker Range The early part of this range provides the salary grades for youth and community support workers who assist in the delivery of	The JNC recommends that employers provide newly appointed workers with induction and introduction training as appropriate. Approved courses in youth support work are endorsed by the ETS committees on the basis that when qualified, workers can demonstrate that they can deliver the skills and competences outlined in the National Occupational Standards for Youth Work[1] at the appropriate level. **QCF Level 2 Certificate in Youth Support Work. (minimum 23**

operational youth and community work. Workers with these responsibilities will receive leadership and operational guidance from professionally qualified youth and community workers, or where appropriate from those youth and community support workers who carry supervisory responsibility for small projects, such as one night a week clubs (see below). The latter part of this range provides the salary grades for youth and community support workers who work on their own initiative or who carry supervisory responsibility for small projects, such as one night a week clubs. Workers with these responsibilities will receive leadership and operational guidance from professionally qualified youth and community workers. JNC expects that youth work staff have access to appropriate professional youth work supervision. Whilst JNC have identified the minimum qualification appropriate, employers are strongly encouraged to also offer CPD to employees within this range, specifically utilising the available Level 3 Diploma in Youth Work Practice. CPD applied in this way can support those employees wishing to pursue a career pathway in youth work and facilitate transition to professional qualification programmes provided through Higher Education.	**credits)** Achievement at level 2 reflects the ability to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. It includes taking responsibility for completing tasks and procedures and exercising autonomy and judgement subject to overall direction or guidance **QCF Level 3 Certificate in Youth Support Work. (Minimum 24 credits)** Achievement at level 3 reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgement within limited parameters

Professionally qualified Youth and Community Worker Range This range provides the salary grades for professionally qualified youth and community workers who carry responsibility for the delivery, design, and development of youth work. Professionally qualified youth and community workers can also be expected to carry operational management responsibilities.	Recognised courses are validated/endorsed by the ETS committees on the basis that qualified workers can demonstrate that they can deliver the skills and competences outlined in the National Occupational Standards for Youth Work[1] and the Subject Benchmarks for Youth and Community Work[4]. **FHEQ Level 6 Bachelor's degrees with honours are awarded to students who have demonstrated:** • a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline; • an ability to deploy accurately established techniques of analysis and enquiry within a discipline; • a conceptual understanding that enables the student to be able to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline: • an ability to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline an appreciation of the uncertainty, ambiguity and limits of knowledge: • the ability to manage their own learning and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline).

[1] *Current version - Lifelong Learning UK (LLUK) 2008. Refreshed NOS due to be published in 2012 by the Learning and Skills Improvement Service (LSIS)*

[2] *From September 2010 the minimum professional qualification is a BA (Hons) degree. There are also post-graduate programmes that confer professionally qualified status on completion. Those who achieved their qualification at Dip HE or Foundation Degree on programmes endorsed before this date will continue to be recognised as professionally qualified youth workers*

[3] *See www.qca.org.uk for more details*

[4] *See www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/Subject-benchmark-statement-Youth-and-community-work.aspx*

Appendix III

NJC SICKNESS SCHEME

The NJC sickness scheme is reproduced here for the assistance and information of employers.

10. Sickness Scheme

10.1. The scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit so as to maintain normal pay during a defined period of absence on account of sickness, disease, accident or assault.

10.2 Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment with a local authority.

Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme.

10.3 Employees are entitled to receive sick pay for the following periods:

During first year of service 1 month's full pay and (after completing 4 months service) 2 months half pay

During second year of service 2 months full pay and 2 months half pay

During third year of service 4 months full pay and 4 months half pay

During 4th and 5th year of service 5 months full pay and 5 months half pay

After 5 years' service 6 months full pay and 6 months half pay

Authorities shall have discretion to extend the period of sick pay in exceptional cases.

10.4 The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

10.5 In the case of full pay period's sick pay will be an amount which when added to Statutory Sick Pay and Incapacity Benefit receivable will secure the equivalent of normal pay.

10.6 In the case of half pay periods sick pay will be an amount equal to half normal earnings plus an amount equivalent to Statutory Sick Pay and Incapacity Benefit receivable, so long as the total sum does not exceed normal pay.

10.7 Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.

10.8 The social security benefits to be taken into account for the calculation of sick pay are those to which an employee is entitled on the basis that the employee has satisfied as far as is possible:

(i) the conditions for the reporting of sickness as required by the authority
(ii) the claiming of benefits
(iii) the obligation to declare any entitlement to benefits and any subsequent changes in circumstances affecting such entitlement.

10.9 An employee who is prevented from attending work because of contact with infectious disease shall be entitled to receive normal pay. The period of absence on this account shall not be reckoned against the employee's entitlements under this scheme.

10.10 If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct or neglect or active participation in professional sport or injury while working in the employee's own time on their own account for private gain or for another employer sick pay may be suspended. The authority shall advise the employee of the grounds for suspension and the employee shall have a right of appeal to the appropriate committee of the authority. If the authority decide that the grounds were justified then the employee shall forfeit the right to any further payment in respect of that period of absence. Repeated abuse of the sickness scheme should be dealt with under the disciplinary procedure.

Appendix IV

NJC MATERNITY SCHEME

The NJC maternity scheme is reproduced here for the assistance and information of employers.

11.1 Who This Scheme Applies To

The occupational maternity scheme shall apply to all pregnant employees regardless of the number of hours worked per week.

11.2 Initial Obligations on the Employee

An employee shall notify their employing authority at least 28 days before their absence begins or as soon as is reasonably practicable:

1. that they are pregnant;
2. of the expected week of childbirth (EWC);
3. of the date of the beginning of their absence.

The employer can request that the notification of the beginning of the absence is given in writing and that the employee produce a certificate from a registered medical practitioner or a registered midwife stating the expected week of childbirth.

11.3 Health and Well-being

(a) Ante-natal Care
Any pregnant employee has the right to paid time off to attend ante-natal care and must produce evidence of appointments if requested by her employing authority.

(b) Health and Safety
Consideration must be given to any health and safety implications for pregnant or breast-feeding employees identified in the Workplace Risk Assessment carried out in accordance with Part 2, Paragraph 4.

11.4 Maternity Leave Entitlement

(a) All employees are entitled to ordinary maternity leave of 26 weeks duration.
(b) At the discretion of the authority the employee may be allowed leave with or without pay in excess of the 26 week period.
(c) Employees who have 26 weeks' continuous local government service at the end of the 15th week before the expected week of confinement are entitled to a further 26 weeks of additional maternity leave, a total of 52 weeks' maternity leave.
(d) Maternity leave shall commence no earlier than 11 weeks before the EWC, or from the time of childbirth if that is earlier.

Within 28 days of receipt of the initial notification the employing authority will write to the employee stating the expected date of return from maternity leave.

11.5 Maternity Pay

(a) Payments for employees who have less than 1 year's continuous local government service at the beginning of the 11th week before the EWC shall be the employee's entitlement to Statutory Maternity Pay (SMP).

(b) Payments for employees who have completed 1 year's continuous local government service at the 11th week before the EWC shall be as follows:

(i) For the first six weeks of absence an employee shall be entitled to nine-tenths of a week's pay offset against payments made by way of SMP or Maternity Allowance (MA) for employees not eligible for SMP.

(ii) An employee who declares in writing that they intend to return to work will for the subsequent 12 weeks receive half a week's pay without deduction except by the extent to which the combined pay and SMP (or MA and any dependant's allowances if the employee is not eligible for SMP) exceeds full pay. Alternatively, the equivalent amount (i.e., 6 weeks' pay) may be paid on any other mutually agreed distribution.

(iii) For employees not intending to return to work payments during the subsequent 20 weeks shall be the employee's entitlement to SMP.

(iv) Payments made by the authority during maternity leave under (ii) above shall be made on the understanding that the employee will return to local authority employment for a period of at least three months, which may be varied by the local authority on good cause being shown and, in the event of her not doing so, they shall refund the monies paid, or such part thereof, if any, as the authority may decide. Payments made to the employee by way of SMP are not refundable.

11.6 Right to Return To Work

(a) Subject to (b) to return to the job in which they were employed under her original contract of employment and on terms and conditions not less favourable than those which would have been applicable to her if they had not been absent. "Job," for this purpose, means the nature of the work which they are employed to do and the capacity and place in which theyare so employed.

(b) Where it is not practicable by reason of redundancy for the authority to permit an employee's their return to work in their job as defined in (a) above the employee shall be entitled to be offered a suitable alternative vacancy where one exists, provided that the work to be done in that post is suitable to them and appropriate to the circumstances, and that the capacity and place in which they are to be employed and their terms and conditions of employment are not substantially less favourable to them than if she had been able to return to the job in which they were originally employed.

(c) Suitable alternative employment may also be offered if exceptional circumstances other than redundancy (e.g., a general reorganisation), which would have occurred if the employee had not been absent, necessitate a change in the job in which they were employed prior to their absence. The work to be done should be suitable to them and appropriate to the circumstances and the capacity and place in which they are to be employed and their terms and conditions of employment should not be less

favourable to them than if they had been able to return to the job in which they were originally employed.

11.7 Exercise of the Right to Return to Work

(a) Return before the end of the maternity period

(i) Employees who qualify for ordinary maternity leave

An employee who qualifies for leave under paragraph 11.4(a) shall notify the authority in writing if requested, at least 7 days before of the day on which they propose to return if this is before the end of the 26 weeks maternity leave. Where the notice given is less than 7 days the employer may postpone the return to ensure 7 days' notice, but not beyond the end of the maternity leave period.

(ii) Employees who qualify for additional maternity leave

An employee who qualifies for leave under paragraph 11.4(c) shall notify the authority in writing if requested, at least 21 days before of the day on which they propose to return if this is before the end of the additional maternity leave period. Where the notice given is less than 21 days the employer may postpone the return to ensure 21 days' notice, but not beyond the end of the maternity leave period.

(a) All employees

(i) Where an employee is unable to return on the expected day due to sickness the absence will be covered by the sickness scheme in the normal way.

(ii) For an employee where, because of an interruption of work (whether due to industrial action or some other reason), it is unreasonable to expect her to return on the due date, they may instead return when work resumes, or as soon as reasonably practicable thereafter.

11.8 Relationship with Sickness and Annual Leave

(a) Maternity leave will not be treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement to sickness leave.

(b) Ordinary maternity leave and additional maternity leave shall be regarded as continuous service for the purposes of the NJC's Sickness and maternity schemes and annual leave. Annual leave continues to accrue during both ordinary and additional maternity leave.

11.9 Definitions

(a) A Week's Pay

The term " a week's pay" for employees whose remuneration for normal working hours does not vary with the amount of work done in the period, is the amount payable by the authority to the employee under the current contract of employment for working her normal hours in a week. Where there are no normal working hours, a week's pay is the average remuneration in the period of 12 weeks preceding the date on which the last complete week ended, excluding any week in which no remuneration was earned.

(b) **Childbirth**

Childbirth means the live birth of a child, or a still birth after a pregnancy lasting at least 24 weeks.

(c) Nothing in the above provisions shall be construed as providing rights less favourable than statutory rights.

Appendix V

PARENTAL LEAVE MODEL SCHEME

The NJC parental leave model scheme is reproduced here for the assistance and information of local agreements

Entitlement

1.1 Parental leave of 13 weeks shall be granted to employees having or expecting to have responsibility for a child as defined in the Maternity and Parental Leave etc. Regulation 13 (2) 1999. An additional 5 weeks shall be granted to those with responsibility for a child for whom Disability Living Allowance has been awarded.

1.2 Authorities should make parental leave available to those with parental responsibilities but who do not fall under the legal definition. This might include foster parents; adoptive parents prior to placement; grandparents with a significant parenting role and stepparents.

1.3 Leave shall be granted for the purposes of caring for a child up to the age of 8; or for eight years following placement for adoption or up to the age of 18, whichever is the soonest; or up to the age of 18 for children for whom disability living allowance has been awarded.

2 Notice

2.1 Every attempt will be made by the employee to give as much notice as possible with a minimum of 7 days' notice in writing before the day on which s/he proposes to take the leave.

2.2 Parental leave may be granted to employees who have not given the required notice in special circumstances at the discretion of the employing authority. Such discretion shall not be unreasonably withheld.

3 Postponement

3.1 Every attempt will be made in the employing authority to avoid postponement. In any event, leave shall not be postponed for more than three months except in exceptional circumstances.

3.2 Authorities shall agree guidelines with the recognised unions to deal with the procedures for postponement in exceptional circumstances where the service would be unduly disrupted if the employee took leave during the period identified in their notice. The following steps act as a guide:

(i) Consult between authority and the employee with a view to coming to agreement over alternatives. These might include:

- a different pattern of leave - e.g., part time rather than full time;
- a shorter or longer period of leave;
- alternative dates within the three month period.

Where there is no agreement, authorities must as a minimum, permit the employee to take a period of leave of the same duration and beginning on a date determined in consultation with the employee no later than three months after the originally notified start date.

(ii) Following consultation, and not more than seven days after the employee's notice was given to the authority, the authority shall give the employee notice in writing of the postponement which states the reasons for it and specifies the date on which the agreed period of leave will begin and end.

3.3 *Postponement may not be used where employees in the particular circumstances outlined below have requested parental leave.*

- Following maternity support leave. The unpredictability of the timing of childbirth will also have implications for notice. It is recommended that employees expecting to take maternity support leave should discuss their likely requirements for parental leave.

- Following maternity leave. Where a mother takes a period of parental leave following on from a period of maternity leave, authorities should give guidance on the new Interpretation of Part 2 provision 11.5 (b) (iv). Where parental leave is taken as a full time block of leave following maternity leave, an employee should not be required to refund monies paid under this section unless they do not return to local authority employment for a period of at least three months after the end of the parental leave period.

- At the time of adoption. At times prior to adoption where the parent is required to be at home by the adoption process or following adoption leave.

4 Flexibility

4.1 Employing authorities shall be sympathetic to flexible parental leave-taking arrangements as requested by employees.

4.2 Parental leave may be taken

- as a single block of up to 13 weeks, (or eighteen for a disabled child)

- as a number of shorter periods of a minimum of half a day

- in patterns which provide a part time or reduced hours working arrangement for a period of time equivalent to taking 13 weeks leave as a single block (or 18 weeks for a disabled child).

4.3. It is recommended that joint guidelines are drawn up to deal with flexible and part time leave-taking arrangements including those on part time, variable or annualised hours contracts.

4.4. Guidelines should also include procedures to plan for adequate staffing cover.

5. Return

5.1. Employees on parental leave shall have the same right to return to their job as provided to those on maternity leave under Part 2, Paragraph 11.6 of the Green Book.

5.2. Authorities are recommended to introduce procedures to meet individual requirements for training and a flexible return to work following parental leave.

6. Terms and conditions during parental leave

6.1. Time taken as parental leave shall be treated as continuous service for the purpose of Part 2 paragraph 14 of the Green Book.

6.2 Employees who fall sick during a period of parental leave and who give the employing authority the relevant notification shall be entitled to pay under the sickness scheme and this period shall not count towards their parental leave entitlement.

Pay

Where pay is reduced because of parental or other leave paid at less than full pay, authorities shall assist employees in obtaining information regarding the implications of reduced national insurance contributions and the possibility of state support through benefits or tax credits.

Appendix VI

NOTES ON PROBATION

1 It is recommended that the employing authority or organisation designate a person to be responsible for the supervision and induction training of probationers. This person should be responsible for receiving reports on probation and responsible for ensuring adequate supervision and training and for assessment of probation.

2 A probationer should have adequate access to advice and supervision and complaints against the employee should be referred to and taken up by the person designated in charge of supervision.

3 It is strongly recommended that reports are made available to probationers at regular intervals during the probationary period by the person designated in charge of supervision and that there be arrangements for an employee to be made aware of any areas of deficiency, and the means made available whereby further training and advice could be provided.

Completion of Probation

4 When youth and community workers have completed probation the employer should notify them personally in writing.

5 It is recommended that the probationer should be informed at least two months before the end of the probationary period if an extension of probation is being considered and adequate reasons given to the probationer in writing by the person designated in charge of probation. This should be followed by a personal interview to discuss particular problems, and further training and advice to enable the employee to complete probation. Probation should not be extended by more than two periods of 6 months.

Failure to complete Probation

6 The employer is asked to ensure that the probationer is made fully aware of the reasons for failure to complete probation.

7 A written notification that there may be a reason for not completing probation should be given to the probationer at least two months before the end of an extended probationary period as in 6 above followed by a personal interview.

Appeals against Extension of Probation or Failure to Complete Probation

8 It is desirable that employers provide a right of appeal against an unfavourable probationary report at which youth or community workers may appear, with the right to be accompanied by a representative of their trade union/professional association. Employers should ensure the necessary machinery is established to allow for an employee to make such an appeal.

Appendix VII

GRIEVANCE PROCEDURE

The JNC recommends that each individual youth and community worker should be informed of the procedure available to him/her if a grievance) other than on salary grading or discipline) is felt by such a worker.

The Committee advise that each authority/organisation should formulate a grievance procedure for JNC staff. The following are features which any grievance procedure should include:

- Each member of staff should have access to a suitable grievance procedure on any work-related matter excluding grading or discipline.

- It should provide for grievances to be processed within short time limits, starting at the lowest possible level.

- It should provide initially for informal discussion of the grievance between the employee and their immediate superior followed by more formal procedures (including involvement or appropriate committees, etc).

- The employee should be encouraged to seek the advice of and be accompanied by or represented by their trade union representative, a colleague or friend.

- Unless an important issue of principle arises which both parties locally agree should be considered by separate (independent) conciliation machinery, the grievance should be resolved locally.

A “model” grievance procedure using these principles is set out below. Employing organisations may wish to use this model, subject of course to local variation having regard to the particular structure of the youth and community service in the locality and the need to include reasonable and expeditious time scales at each stage of the process.

<u>“Model Grievance Procedure”</u>

Referred to above:

(iv) Where a youth and community worker is aggrieved on any matter(s) (other than the grading of their post or discipline) they should discuss the matter initially with their immediate superior.

(v) If the grievance concerns their immediate superior the employee should inform in writing the next senior officer or chair of the appropriate committee.

(vi) The immediate superior or other officer shall reply in writing to the grievance as soon as possible and anyway within seven working days.

(vii) If the employee is dissatisfied with the reply, they should report the grievance to their trade union (or staff) representative who may then raise the matter with the Head of Department, chair of the management committee or other senior nominated officer. Where a youth and community worker is not a member of a trade union(s) they should be allowed personally to make representation to their Head of Department, chair of management committee or another senior nominated officer. There should be at least one hearing where the grievance can be discussed by the parties concerned.

(viii) The Head of Department, chair of management committee or other senior nominated officer should inform the employee of any decision as soon as possible and in any case within 10 working days of the hearing. The employee should be offered the right of appeal.

(ix) If the complaint is not satisfactorily resolved at this stage, the employer should hold an appeal through the machinery of the local joint committee or in its absence directly with the trade union(s) involved.

(x) The matter is to end at employer level except where it is agreed between the parties that an important issue of principle arises which could be considered through conciliation machinery.

Note

The Joint Secretaries of the Committee will be ready to assist with any enquiries which employers or youth and community workers may wish to put to them about the application of this paragraph.

Appendix VIII

TRADE UNION FACILITIES AND TIME OFF FOR TRADE UNION DUTIES

Prepared to accept the definition in the Green Book

The ACAS Code of Practice: "Time off for Trade Union Duties and Activities" is issued with the authority of Parliament to aid the application of the general provisions of the relevant legislation, namely the Trade Union and Labour Relations (Consolidation) Act 1992. Copies of this booklet are available at www.acas.org.uk.

Time Off and Facilities Time

The Trade Union and Labour Relations (Consolidation) Act 1992 sets out the statutory provisions for time off and facilities for trade union duties and activities. Set out below is a summary of the provisions as they may affect trade union representatives within the youth and community service.

Time off for trade union and activities shall be permitted for an employee who is an "official of an independent trade union recognised by the employer". An "official" is defined as:

(a) individual workplace representative without responsibility outside that workplace;

(b) representatives with wider union responsibilities such as branch or division secretaries;

(c) National Executive members of any recognised unions employed within the youth service.

An "appropriate/independent trade union" is defined as an independent trade union which is recognised by the member's employer in respect of that description of any employee.

The law makes a distinction between time off for trade union duties and activities.

Trade Union Duties

An official may take time off during their working hours for the purpose of carrying out duties concerned with negotiations with the employer (collective bargaining). The duties may include:

Terms and conditions of employment, engagement or non-engagement or termination or suspension of employment or duties of employment, allocation of work or the duties of employment as between workers or groups of workers, matters of discipline, trade union membership and machinery for negotiation or consultation and any other procedures.

An official is also permitted time off to undergo training in aspects of industrial relations relevant to the official's collective bargaining responsibilities and approved by their union or the TUC.

Trade Union Activities

A youth or community worker acting as a representative of the Union should be permitted reasonable time off during working hours to take part in any trade union activity. The ACAS Code of Practice (see note below) has guidance on what is deemed “reasonable” time off for trade union activities. These are defined as nay activities of the Union or activities in relation to which an employee is acting as a representative of the Union, excluding industrial action.

Facilities

It is recommended that local agreements on the provision of facilities for union officials should include arrangements for:

(i) use of accommodation at the workplace or other premises of the employer;

(ii) an official to carry out their responsibilities within the workplace;

(iii) an official to obtain permission to leave the workplace and perform their duties as an accredited representative.

Payment

An employer who permits trade union representatives time off for trade union duties must pay them for the time taken off. The employer must pay the amount that the employee would otherwise have earned had they worked during the period that they engaged on these duties.

Appendix IX

JNC PAY SCALES AND ALLOWANCES

With effect from 1 September 2026

Youth and Community Support Worker Range		Professional Range	
Pay Points	**(£)**	**Pay Points**	**(£)**
		13	32,938
		14	34,158
		15	34,987
		16	35,854
5	26,425	17	36,706
6	26,775	18	37,565
7	27,091	19	38,417
8	27,813	20	39,271
9	28,735	21	40,231
10	29,458	22	41,318
11	30,623	23	42,378
12	31,760	24	43,441
13	32,938	25	44,515
14	34,158	26	45,586
15	34,987	27	46,657
16	35,854	28	47,743
17	36,706	29	48,818
		30	49,895
		31	50,623*
		32	51,818*

* Discretionary Points

Allowances (3.3% increase)

LONDON AREA ALLOWANCES

Inner	3,844
Outer	2,526
Fringe	986

SLEEPING IN DUTY ALLOWANCE

Sleeping in Allowance	44.78
Disturbance Element	25.14

With effect from 30 March 2010, the JNC has agreed to add two discretionary points to the top of the Professional Range.

These points may be awarded in exceptional circumstances where a particular post merits additional payment in respect of such factors as additional duties or difficulty, specialist activities, special responsibilities, leadership or advanced skills.

Points 31 and 32 are discretionary and in addition to the usual Professional Range salary points. Trade unions should be consulted locally, but the employer has the final decision on whether these points are utilised.

The JNC agreed to delete points 11 and 12 from the Professional Range (2008 pay claim settlement). From 1 September 2010, the minimum starting point on the Professional Range is point 13. Please note that the Youth and Community Support Worker Range remains unaffected. Many authorities have already indicated that points 11 and 12 are not used locally so the deletion of these points will have no impact for these authorities. The following therefore only applies to employers currently using points 11 and 12 on the

Professional Range:
Employees currently on points 11 or 12 will be placed on point 13 from 1 September 2010. Any current maximum applicable to the relevant point scale will however continue to apply. For instance, if locally the 4 point scale is 11-14, the maximum point will continue to be point 14 for those employees on points 13 or 14, employees moved from points 11 and 12 to 13 and any new employees appointed on 13 or 14. Employers do have the discretion to increase the maximum point locally.

Appendix X

ADVANCE PRACTITIONERS

Introduction

Employers are continually striving to improve service delivery in a rapidly changing social and economic environment. There are many existing examples of best practice and high standards in the delivery of youth and community services.

The JNC has developed the concept of the Advanced Practitioner to recognise the contribution which can be made by employees who have demonstrated exemplary leadership and strategic development of face-to-face practice and initiatives in youth and community services.

Advanced Practitioners would have substantial experience and an in-depth knowledge of youth and community services. The Advanced Practitioner's role would be to focus on leadership of professional practice and on developing and raising standards of services.

Employers would make strategic decisions as to whether an Advanced Practitioner post or posts are required locally. The focus and principles underpinning the establishment of such posts, and the core characteristics and duties of those who might be appointed, are set out below.

Advanced Practitioners: Key Principles

The key focus of Advanced Practitioner posts would be:

- the leadership and coaching of face-to-face work;
- the development of initiatives; and
- the continual raising of standards in the service.

The establishment of these posts is discretionary. Employers would, accordingly, determine whether Advanced Practitioner Grade posts were required to fill the needs of the service and would create such posts as and when appropriate.

If after attaining an Advanced Practitioner post, the youth or community worker left the employer, there would be no automatic right to Advanced Practitioner status in any new employing organisation.

Core Characteristics of Advanced Practitioners

Applicants would need substantial experience in youth and community work. The JNC does not, however, prescribe minimum criteria for the length of experience, since experience would form only part of the criteria for appointment. Employers will determine the level of experience necessary to carry out the duties required of these posts.

The JNC anticipates applicants would have to be able to demonstrate high calibre expertise in the field. Applicants might also be required to hold additional qualifications related to the type of work to be undertaken.

Core Duties of Advanced Practitioners

This description of duties is not intended to be a prescriptive or exhaustive list. Each post holder's job description would be drawn up by the employing organisation according to the needs of the service. This description is, however, intended to indicate the essential features of the work the JNC envisages would be carried out by post holders bearing the designation of Advanced Practitioner.

A continuing substantial involvement in face-to-face work should be an essential element of any Advanced Practitioner's duties. The JNC does not, however, prescribe an appropriate proportion of the working week to be taken up by face-to face work. This is best left to the employer to determine.

Other duties could include:

- Mentoring, coaching, supporting and inspiring other youth and community workers in order to help raise standards.
- Making a significant contribution to the improvement of an employing organisation's curriculum development and innovation, training, teaching and best practice issues.
- Contributing to and ensuring implementation of equal opportunity policies. Developing authority wide initiatives.
- Developing youth and community work specialisms.
- Research with young people or client groups to develop the employing organisation's policy on key areas.

Pay and Grading

The JNC recommends that Advanced Practitioner posts are graded within the Professional Range at a minimum starting point of twenty-two. Employers have discretion to grade these posts at a minimum starting point above point twenty-two.

Appendix XI

APPEALS AGAINST SALARY GRADINGS

Introduction

The following procedure shall apply for hearing appeals against the gradings of staff within the remit of the JNC Agreement.

Procedures for local appeals may, at the employer's discretion, provide for appeals against either the range to which the post is allocated or the four point salary scale for the post. National appeals may, however, be pursued only against the range to which the post is allocated.

Local Grading Appeals

It is obviously most desirable if an appeal can be resolved at local level. Thus it is most important that a formal and fair local appeals procedure is adopted.

The employer shall arrange to hear a local appeal within the prescribed time limit through its local procedure and appellant, accompanied if they wish by a representative, shall have an opportunity to appear and for her/his case to be presented.

Time Limits for Local Appeals

It is important that at local level the following time limits are adhered to. These limits are:

- Notice of a local appeal against the grading of a post shall be given in writing by the worker within three months of the date on which they are notified by the employing authority/organisation of the decision with which they are dissatisfied.

- The Hearing of the local appeal shall be within two months of the notice of appeal.

National Grading Appeals – Submission of an Appeal at National Level

If a worker is still dissatisfied with a decision of the local appeals panel and the worker still considers:

- That their range is not in accordance with the criteria set out in the JNC Grading Guidance on Allocation to Ranges set out in Appendix Viii of the JNC Agreement or

- That the duties and responsibilities of the post have increased substantially since the range of the post was last reviewed

The worker may appeal subsequently to the National Grading Appeals Committee of the Joint Negotiating Committee.

The particular duties and responsibilities attaching to many posts are of necessity somewhat difficult to define and may vary from time to time, without changing the general character of the duties or the level of responsibility entailed. Such variations cannot of themselves justify reconsideration of the grading. In cases, however, where there has

been a substantial change in the duties and responsibilities of the post going beyond variations of the kind referred to, then, if the range is not altered or if the worker concerned is dissatisfied with the application of the grading criteria by the employer or with the failure of the employer to come to a decision within three months, they have the right to appeal to the Grading Appeals Committee under this agreement.

Lodging a National Appeal

An appeal must be lodged, in writing, with the Staff Side Secretary.

An appeal is normally lodged by the employees's trade union. If an employee is not a member of a relevant union, the employee can lodge the appeal directly.

Time Limits for Lodging a National Appeal

An appeal must be lodged with the Staff Side Secretary within six months of the date on which a worker is notified of a decision by an employer on a local appeal.

If an employer fails, for whatever reason, to reach a decision within three months of the date of the appeal hearing, notice of appeal to the national panel may be made.

Within two weeks of an appeal being lodged nationally, the Staff Side Secretary will inform the Employer's Side Secretary who will inform the employer.

Time Limits for the Submission of the Statements of Case

The appellant's statement of case must be sent to the Staff Side Secretary. No steps will be taken nationally to arrange for the case to be heard until the appellant's statement of case has been received and forwarded to the Employers' Side Secretary. At that stage the employer shall be given no more than four weeks to prepare its statement of case. At that point a date for the consideration of the appeal by the Joint Secretaries (see below) will be arranged.

Statement of Case

The Agreement requires each side to produce a written statement of case. The 'Statement of Case' is a key document and should be drawn up with care. The aim should be to present the appeals panel members with a clear, precise summary of the case being set out. The appellant's statement of case should, therefore, concentrate on a comparison of the range of duties undertaken by the post holder with the range of duties specified for the range claimed by the appellant.

It is recommended that the case summary should be no more than three pages, with only essential documents attached. To assist the National Grading Appeals Panel, it is recommended that the appellant and employer should produce jointly a statement covering aspects where there is no disagreement.

To facilitate the work of the National Grading Appeals Panel, the following standard format for the preparation of the agreed statement of case is recommended.

This information should be completed by appellant and employer and attached to the appellant's statement of case.

- Name of Employer
- Name of Appellant
- Post occupied
- Date of Appointment to post
- Current Salary range/scale
- Range claimed
- Date from which a change of Range is claimed
- Date on which the decisions of the local appeal hearing was notified to the appellant
- Copy of Agreed Job Description
- Organisational structure including factual matters such as staffing establishment
- Professional Qualifications

Further Statement

Any further statement of case from the appellant should draw attention to the key increases in duties and responsibilities since the date of appointment to the post and/or any reasons why the grading of the post is considered not to be in accordance with the JNC's grading criteria.

Consideration of Appeal by Joint Secretaries

The JNC has agreed that, while the national appeals procedure should still apply in disputes about the ranges allocated to posts, the Joint Secretaries should "examine any such cases prior to the appeals and make recommendations." The intention is that the Joint Secretaries should seek to resolve cases submitted to national appeals where possible without the necessity of convening a national appeal hearing and the expense involved.

The Joint Secretaries will meet within two weeks of the date set for the submission of statements of case by the employer i.e., within six weeks of the date on which the employee's 'Statement of Case' is received and forwarded to the Employers' Side Secretary. The Joint Secretaries will consider the case on the basis of the evidence submitted.

Where the Joint Secretaries agree either merits or does not merit re-grading, then the employer, employee and employee's representative will be informed accordingly. The

JNC expects that all parties will agree to accept the opinion of the Joint Secretaries as follows:

Where the Joint Secretaries agree that a case merits re-grading, the employer will

(i) implement any upgrading recommended,

(ii) Where the Joint Secretaries agree that a case does not merit re-grading, the employee and the employee's representative will withdraw the appeal.

Where the Joint Secretaries are not able to agree, or where an employer or employee declines to accept the recommendations of the Joint Secretaries (the employer or employee must inform the Joint Secretaries within two weeks' whether their recommendation is accepted), the case will proceed to a National Appeals Hearing. In these circumstances, the views of the Joint Secretaries would be communicated to the National Grading Appeals Panel but would not form part of the evidence to be considered by that panel.

Constitution of the National Grading Appeals Panel

The National Grading Appeals Panel shall consist of an independent chairperson, two elected representatives nominated by the Employers' Side and two representatives of the Staff Side, with provision for maximum of two non-voting counsellors on either Side.

The Joint Secretaries of the Joint Negotiating Committee shall be the Secretaries of the National Grading Appeals Panel.

The National Appeal Hearing

The National Appeal Hearing shall normally take place within six weeks of the Joint Secretaries being notified in writing by the appellant, appellant's representative, or employer of their wish to proceed to a National Appeal Hearing.

The worker and/or their representative, and a representative or representatives of the employer shall attend the hearing. The JNC expects a maximum of three from each side to attend.

The procedure at the hearing takes the following form:

- The appellant and/or their representative make their oral submission to support their written statement of case.

- The employer then may put questions to the appellant/ representative.
- The representative of the employer then makes their oral presentation.
- The appellant and/or their representative may then put questions to the employer.

- The chair and members of the National Grading Appeals Panel will then put questions to either side.

- The right of final reply is given to the appellant's representative. This is not an opportunity to introduce any new matter but rather is a summing up.

- On the withdrawal of the representative of the parties, the National Grading Appeals Panel shall reach its decision which will be conveyed to the parties in writing.
-

In each case heard, the National Grading Appeals Panel shall reach a decision on the appropriate Range for the post.