

## ITEM 4

### EDUCATION JOINT ADVISORY COMMITTEE

11 APRIL 2000

**This report was submitted to the meeting of the Joint Negotiating Committee held on 29 March 2000, and the recommendations agreed, subject to the approval of this Committee .**

#### **SALARIES FOR ADULT CONTINUING EDUCATION TUTORS**

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#### **1. Purpose**

- 1.1 This paper provides information about the salaries for the Part-time tutors who work for the Adult Continuing Education Service
- 1.2 It invites the Committee to agree the rate at which these employees will be paid in the future.

#### **2. Summary**

- 2.1 The Adult Continuing Education tutors have, since 1996 only received one cost of living rise in 1999, and they are not currently included in the single status arrangements.
- 2.2 A proposal to appoint these employees to the unqualified teachers' scale is set out in this paper.

#### **3. Recommendations**

- 3.1 That the complexities involved in deriving a suitable salary structure for this group of employees, be noted.
- 3.2 That the proposed salary arrangements presented in the report, be agreed.

#### 4. **Background**

- 4.1 This service was previously part of Buckinghamshire County Council.
- 4.2 The rate of pay includes payment for annual leave, preparation and marking time and the expectation that employees will attend staff development sessions without further payment
- 4.3 The Adult Continuing Education Service (ACE) employs about 225 part-time tutors who teach on approximately 700 part-time courses each year.
- 4.4 The ACE Tutors were originally employed on Silver Book terms and conditions of service. However, the failure of national negotiators to reach a satisfactory agreement has meant that this group of workers has had no recognised framework for agreeing salary increases.
- 4.5 Tutor salaries have not been changed since April 1996, other than benefiting from the cost of living increase in April 1999.
- 4.6 Currently ACE tutors receive £14.96 per hour. This has left the service behind most other providers locally and nationally. There is a danger that longstanding tutors often with unique expertise matched to the borough's particular identified needs, may leave to work elsewhere. Comparative figures are attached as an **Annex** to this report.

#### 5. **Issues and Choices**

- 5.1 The appropriate entry level on to the unqualified teachers' scale needs to reflect the skills and expertise required for the duties of the post.
- 5.2 Issues and choices for ACE tutors are set out in item 8 in the **Annex** to this report.

#### 6. **Implications**

##### 6.1 Environmental

None apparent at this stage.

##### 6.2 Equalities

The Council seeks to ensure there is equality of opportunity for all its employees. The proposed structure is designed to offer an equitable and coherent solution to a complex issue.

##### 6.3 Financial

There are financial implications, which are outlined in the paper. Full account of these proposals has been taken into account in the budget for the current and next financial year.

6.4 Legal

None apparent.

6.5 Staff and Accommodation

The proposals seek to develop appropriate salary arrangements for these employees.

7. **Conclusions**

7.1 The paper demonstrates the need to develop appropriate salary structures for this group of employees. The paper describes the various elements within the proposed salary structure and demonstrates the basis on which the proposal has been developed.

7.2 The proposals in this document provide an equitable basis for the future of this important service.

Background Papers: None notified by the author

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8. **Issues and Choices for ACE Tutors:**

- 8.1 In the most recent past, all tutors have received the same hourly rate of pay, which is based on the taught hours but includes an explicit assumption (outline in contracts) that preparation, marking and staff development will be carried out.
- 8.2 It is proposed to introduce differentiation in the rates of pay according to the type of course taught. This would recognise that the amount of work that tutors need to carry out differs according to the nature of the course being taught. These factors have been recognised by most colleges and adult education providers who now generally provide differentiated pay scales (see no. 5 below).
- 8.3 Using a spot rate rather than a more complex system. Tracking the appropriate point for each of 225 tutors who may only work for a few weeks; or even days in a year would be disproportionately resource intensive. It would create a very complex system to explain to tutors. Other providers generally use a simple system of three rates as outlined above.
- 8.4 It is recognised that teachers are deemed to undertake a notional 1265 hours per annum as directed time. In Adult Continuing Education the course requirements for the different types of courses offered require different levels of staff time in order to deliver and support the courses. These are recognised in the different levels of time required to support tutoring for each of the different course types.

	Contact time	Proportion of non-contact time
Non-Accredited	1150	1:10
Accredited Excluding A level	1100	1.5:10
A level or Equivalent	1054	2:10

- 8.5 It is therefore proposed to use a three single hourly rates for payment purposes, each based on the maximum of the unqualified teachers' scale to be used. Many tutors have worked in the service for this number of years and many of those who have not, have equivalent service records elsewhere. This would give the following salary rates for the current financial year.

Authority	Milton Keynes Council current	Milton Keynes Council proposed	Milton Keynes College	Bucks CC	Northants CC	Beds CC
<b>Non –Accredited</b>	14.96	15.99	15.69	15.95	15.86	15.56
<b>Accredited Excluding level or equivalent</b>	14.96	16.71	18.81	16.78	Currently negotiation	16.49
<b>A level or Equivalent</b>	14.96	17.44	18.81	17.61	20.00 for experienced tutors	17.48

- 8.6 The full calculations used to derive these figures are provided in the **Appendix** to this annex. Please note that the salary levels quoted in the **Appendix** are based on the ‘School Teachers’ Pay and Conditions Document 1999’.
- 8.7 Backdating the award. Tutors pay has generally been agreed for an educational year rather than a financial year. Budget calculations have been based on the proposed figures and funding retained to backdate payments to September 1999. It is proposed that this is agreed and that in future pay rises (which would continue to be calculated on the same basis and therefore only consist of cost of living rises) would take place on 1 September each year.

**APPENDIX TO ANNEX**

9. **Proposed Salary Structure – ACE Tutors**

<b>Nature of Course</b>	<b>Annual Salary</b>	<b>Multiplier based on directed/undirected time</b>	<b>Hourly rate for 1999/00</b>
Non-accredited course	£18,390	1150	£15.99
Accredited courses excluding advanced level course or equivalent	£18,390	1100	£16.71
Advanced level courses (mainly A levels)	£18,390	1054	£17.44