

**Date:** March 2014  
**Our ref:** SC

**Human Resources  
County Hall  
New Road  
Oxford  
OX1 1ND**

Important Letter to All Green  
Book Employees

Dear Colleague,

**Introduction of the Oxfordshire Local Agreement – an important change to your contract of employment.**

You will be aware that over the past few months there have been consultations and Unison ballots taking place about the introduction of the Oxfordshire Local Agreement (OLA). We are pleased to confirm that this local agreement has been finalised following a positive ballot which was significantly in favour of this change. We look forward to working with Unison in having greater local control over pay and terms and conditions.

This letter is to give you three months' formal notice that your contractual pay and terms and conditions of employment will no longer be based on the National Joint Council for Local Government Services National Agreement on Pay and Terms and Conditions known as the Green Book. Instead, from 1 July 2014 your contract will be covered by the Oxfordshire Local Agreement which has been negotiated with Unison. A copy of this agreement is enclosed for information. It means that in future any changes to pay or terms and conditions will be negotiated locally under the agreement rather than nationally.

**The new local agreement makes it clear that all pay and terms and conditions will continue as at present unless and until they are re-negotiated with Unison.** In practice the only immediate change you will experience is that you will receive a 1% pay rise with effect from 1 April 2014. This is paid irrespective of the national negotiations, which are continuing. However, should these national negotiations reach an agreement which is more beneficial to employees the Council has undertaken to match the outcome both this year and next year. Also, if you are paid on Grade 6 or below and you have 10 years' continuous service you will receive one additional day's annual leave (pro rata for part timers) with effect from 1 April 2014. The parts of the agreement which refer to pay protection and disturbance allowance will come into effect for changes after 1 July 2014.

The Oxfordshire Local Agreement opens the possibility of further local negotiations, although none are currently in the pipeline. When changes are planned the Council and Unison will be involved in negotiations under the local agreement and changes will only be implemented if agreement is reached.

If you have any questions about this change to your contract of employment please speak to your manager or email [strategic.hr@oxfordshire.gov.uk](mailto:strategic.hr@oxfordshire.gov.uk).

Yours Sincerely

A handwritten signature in dark ink, appearing to read "S. Corrigan", with a stylized flourish at the end.

Sue Corrigan  
Strategic HR Manager

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## **Agreement between Oxfordshire County Council and Oxfordshire Unison.**

Following consultations and negotiations, Oxfordshire County Council (the Council) and Unison have entered into this legally binding agreement to make changes to employees' terms and conditions of employment.

This agreement will cover all employees who were previously employed under the National Agreement on Pay and Conditions of Service for Local Government Services (the Green Book). The agreement will be incorporated into contracts of employment for all relevant employees and will be known as '**The Oxfordshire Local Agreement**'.

This agreement will take effect on 1 April 2014 (unless otherwise specified below) and will apply for three years, ending on 31 March 2017. Further local negotiations will take place to come to future agreement from 1 April 2017.

For the avoidance of doubt, the Council and Unison enter into this agreement so that all and any general changes to pay or terms and conditions will only be implemented following a negotiated settlement under the terms of this agreement.

Unison agrees not to pursue any legal claims against the Council in relation to these changes.

### **Introduction of Local Negotiations for Pay and Terms and Conditions of Employment from 1 April 2014.**

The Council will cease to apply the Green Book terms and conditions and pay awards and will undertake annual local negotiations which will cover major changes to pay and other terms and conditions of employment.

The national and local pay and conditions of service which are in place on 31 March 2014 will continue to apply until they are changed by locally negotiated agreement.

Minor or limited changes to pay or terms and conditions may be agreed through negotiation with Unison separately throughout the year as required.

The Council guarantees to make an annual cost of living pay award of at least 1 % on 1 April each year to all spinal column points for each year of this agreement. The Council guarantees to match the Green Book cost of living pay award if this is in excess of 1% in 2014-15 and 2015-16. The Council will consider but does not guarantee to apply any other aspects of the Green Book settlement for 2014-15 and 2015-16.

### **Agreed Changes to Local Terms and Conditions.**

#### **Pay Protection.**

The Council's agreed Pay Protection Policy will be amended to limit the amount of protection given to employees whose redeployment will avoid a dismissal due to redundancy or ill-health. Pay protection will be given up to one grade for one year in duration in these cases.

**Disturbance Travel Allowance.**

The Council will limit the reimbursement of excess travel costs payable when an employee's place of work is changed. Reimbursement will be given for up to one year from the change of work location.

**Living Wage.**

The Council undertakes to work towards the introduction of the payment of the Living Wage as its minimum hourly rate by 1 April 2017.

**Annual Leave Entitlement for Grades 6 and below.**

The Council will increase the annual leave entitlement of employees paid on Grade 6 and below who have completed 10 years' continuous service to 30 days per annum.

**Time off in Lieu of Work Outside the Flexitime Scheme.**

Where employees undertake work outside the hours covered by the Flexitime Scheme, or where the scheme does not apply, they will be entitled, by prior agreement with their manager, to take an equivalent amount of time off from normal working hours, usually within two months of undertaking the work.

**Standards of Office Lay-out for Agile Working.**

The Council will agree with Unison on basic standards of office equipment and lay-out where Agile Working is implemented.

**Unison Representation in Academy Schools.**

The Council will seek an arrangement whereby Unison time spent on trade union duties in academies is funded by the academies.

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