

NORTHERN IRELAND COLLEGE EMPLOYERS' FORUM

CIRCULAR NO: CEF 2010/09

7 July 2010

To: Joint Secretaries, Lecturers' Negotiating Committee
Directors/Principals & Chief Executives of Institutes of Further Education
Chairpersons of Governing Bodies of Institutes of Further Education
HR Managers for the six Colleges
DE Salaries Branch
DEL Further Education Branch
Education & Library Boards
UCU
GMB
NIPSA
UNISON
NASUWT

FURTHER EDUCATION LECTURERS' NEGOTIATING COMMITTEE

Scheme for the Award of Responsibility Allowances

In accordance with the provisions of Article 11, Schedule 3, paragraph 10.3 of the Further Education (Northern Ireland) Order 1997, the Constitution for Negotiating the Terms, Conditions of Service and Remuneration of Lecturers' Employed in Incorporated Colleges of Further Education, it has been determined that:

The enclosed Scheme for the Award of Responsibility Allowances for Lecturers' in Colleges of FE, which was ratified at the Lecturers' Negotiating Committee, forms part of the Lecturers' contract.



**Brian Acheson
Chairman
College Employers' Forum**

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Lecturers Negotiating Committee

Scheme for the Award of Responsibility Allowances

GENERAL

The outcome from the Deane talks process facilitated by the Labour Relations Agency was that the Senior Lecturer grade would be phased out over a three year period, beginning in 2008/09, and replaced by a series of management allowances.

A system of responsibility allowances will be introduced by each college, concurrent with the phasing out of the Senior Lecturer grade. As a consequence the number of permanent and flexible allowances over the period may vary by college. Colleges in the F4-G1 banding will have 80-120 permanent allowances. Any college falling into the G2 band will have a larger number of permanent allowances. The number and nature of allowances will be a subject of discussion between college management and the recognised lecturers' unions.

This is an interim regional scheme for the implementation of the award of responsibility allowances and has been agreed at the Lecturers Negotiating Committee subject to the implementation of a job evaluation scheme.

ROLES AND RESPONSIBILITIES

Following discussions between Management Side and Staff Side it has been agreed that the following roles will attract responsibility allowances:

- (i) lead and line manage a team in a programme area to the quality standards required by the appropriate quality assurance authority/industry standards. This may be on a campus or cross college basis;
- (ii) lead and line manage a project team and lead in the delivery against quality standards required by the appropriate quality assurance authority/industry standards. This may be on a campus or cross college basis;
- (iii) lead and manage the embedding of a significant college initiative, including a curriculum initiative, to performance and quality standards required by the appropriate quality assurance authority/industry standards;
- (iv) develop and implement operational plans for a specific area of responsibility in line with the College Development Plan.

A lecturer may be appointed to a role attracting one or more responsibility allowances up to a maximum of four. In determining the number of responsibility allowances to be awarded in a particular instance, the following factors should be taken into account:

- (i) size of programme(s) (in terms of student numbers);

- (ii) number of staff;
- (iii) complexity of the role to be undertaken (which may include geographical spread or matters requiring research or other scholarly activity);
- (iv) nature of the engagement (to include external contracts and employer engagement);
- (v) level of delegated responsibility.

CONSULTATION, APPOINTMENT AND MONITORING

All roles attracting responsibility allowances will be advertised by the college. Appointment to roles attracting responsibility allowances will be in accordance with the college Recruitment and Selection policy.

Appendix 4 of the Lecturers Contract states at Para 6:

The College shall consult representatives of the recognised lecturers' unions prior to the establishment of the College's calendar for the ensuing academic year

(d) the number of responsibility allowances to be applied by the college. Such allowances will be flexible or permanent or a combination of both. Permanent allowances will be pensionable and consolidated into salary whilst flexible allowances will be non-consolidated. Colleges in F4–G1 band will have 80-120 permanent allowances. Colleges falling into the G2 band will have a wider number of permanent allowances. The number and nature of allowances will be a subject of discussion between management and the recognised trade unions.

It is agreed by Staff Side and Management Side that college management will consult with college based union representatives on the above in terms of the implementation of responsibility allowances at college level. College management will provide college based union representatives of recognised trade unions representing lecturing staff with monitoring and statistical information relating to the award of responsibility allowances for each academic year to assist the above discussion.

College management will advise college based union representatives should the need arise to increase the award of responsibility allowances during an academic year. This advice will include the nature of the role and the number of responsibility allowances to be awarded.

REVIEW

It was agreed that the implementation arrangements would be reviewed annually until replaced by a Job Evaluation Scheme.