

OXFORD CITY COUNCIL - SINGLE STATUS PROGRAMME																		
Project Plan v2 13 Feb 07																		
Activity	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	
<b>Programme Management</b>																		
Agree programme board membership & Governance structure																		
SMB																		
JCC																		
Communications																		
Business Managers																		
Staff																		
Prepare and agree Single Status Mandate and Plan																		
Agree meetings and reporting regime																		
Agree resourcing for Project Teams																		
Project Board Meeting Dates																		
SMB Reports																		
EB Report																		
FSC Report																		
JCC Report																		
<b>Job Evaluation</b>																		
Complete Analysis																		
Performance reprot																		
Complete Moderation																		
Monderation Panel dates																		
Results																		

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Sense Testing with Mgt Teams (exc own evaluations)																		
Consolidating Results																		
Agree what will be communicated to individuals																		
total score, factor scores, just assigned grade																		
Appeals																		
Agree Process																		
Agree Procedure inc valid grounds																		
Agree Panel Members																		
Training																		
Notify individuals of results																		
if releasing total scores and/or factor scores																		
Period for Appeals to be made																		
Dealing with appeals																		
Notification of Appeal Results																		
if releasing grade positions																		
Period for Appeals to be made																		
Dealing with appeals (result backdated)																		
Notification of Appeal Results																		
Pay and Grading																		
Review & Present findings Equal Pay Report																		
Agree Actions																		

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Agree Pay & Grading payments during review period	█	█																
Purchase additional GUAGE software	Complete																	
Training and familiarisation																		
Agree Project Leader and Team	█	█																
Review IDS Pay Report																		
Identify Finance resource to help support modelling	█	█																
Confirm all enhancements/allowances, linked and career grades, personal salaries eg honorarium, bonus payments etc.	█	█																
Review payroll system limitations on Pay and Grade Design																		
Finalise current pay database based on P60 06/07			█	█	█													
Identify pay management principles for future model			█															
structure, role of managers, indiv pay elements			█															
impact of market supps, honorariums			█															
use of career grades			█															
Identify potential trade offs and savings			█															
Identify potential issues for harmonisation			█															
Develop Pay Scale and Grading options			█	█	█	█	█											
Discussions with TUs and BU teams			█	█	█	█	█											
Agree scenarios for costing - back pay, protection			█															

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Assimilation Criteria and Process - agree scenarios for costing			█														
Cost Modelling				█	█	█	█	█									
Discussion with BUs & retuning				█	█	█	█	█									
Agreement of SMB, EB and Council (?)						█	█	█									
Approval of negotiating authority						█	█	█									
<b>Negotiating the Package</b>																	
Back Pay Provisions - agree policy								█									
Pay Protection - agree policy and procedure								█									
Agree New Grading Structure								█									
Agree assimilation criteria and speed								█									
<b>Implementation</b>																	
Check whether TU negotiated terms are incorporated into T&Cs	█																
Will there be a requirement for a TU ballot	█																
Develop database of employees current pay and benefit entitlements					█	█	█	█									
Format standard letters with mail merge content of current to proposed						█	█	█									
Communication with staff on new pay and grading structure									█	█							

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Set up roadshows and Q'A sessions									█	█								
Producing individual notifications										█	█	█						
Tracking responses											█	█	█					
Hearing Appeals															█			
Notification of Appeal results																█	█	
Issuing change to contract notifications												█	█	█				
Tracking Responses													█	█	█			
Implement into pay															█	█	█	
Review those who declined																	█	
Craft Worker Implementation Negotiation																	█	
<b>Communication</b>																		
Develop programme of regular updates																		
print and web		█		█		█		█		█		█		█		█		
			█															
<b>Policy</b>																		
Develop Pay & Reward Strategy & Policy			█															

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Action results of Recruitment audit																		
Review flexible working practices and policies																		
Establish interim vacancy controls																		
Establish vacancy controls (policy)																		
Implement HR salary controls																		
Agree Official Establishment & etab monitoring																		
Develop & implement training programmes																		
Equal Pay Audit 2007/08																		