

<b>Title</b>	Pay Policy (Support Staff)
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Support Staff Performance Management (TPO/STA/05)</li> <li>• Staff Training and Development (TPO/STA/18)</li> <li>• Capability Policy – Support Staff (TPO/STA/34)</li> <li>• Pay Standardisation Agreement</li> </ul>

REVIEWED: SEPTEMBER 2018

NEXT REVIEW: SEPTEMBER 2021

### 1. Introduction

- 1.1 The Trust seeks to ensure that all employees are valued and receive proper recognition for their work and their contribution to school life. The Trust will act with integrity, objectivity and honesty in the best interests of the Trust and its staff.
- 1.2 The purpose of this Pay Policy for staff is to provide a clear framework for the Trust to exercise its powers in relation to the pay of employees. The Pay Policy will help to recruit, retain and motivate staff while providing the basis for sound financial and personnel planning that minimise the risk of grievance and discrimination.
- 1.3 The Trust strives to be an equal opportunities employer and as such, opposes all forms of unlawful or unfair discrimination. The Trust will operate a pay system that is transparent, based on objective criteria and free from bias. All employees will be recruited, trained and developed on the basis of their ability and the requirements of the job. The Trust will ensure pay decisions throughout each academy comply with the legal provisions of the Equalities Act 2010.
- 1.4 The Trust will make reference to national agreements concerning the pay and conditions for staff, but will not be bound by them.
- 1.5 The Trust will operate a Pay Policy as the ‘relevant body’ and for the pay arrangements agreed will:
  - Ensure that salaries for support staff are determined using the BWT Job Evaluation Scheme and pay and grading structure (see Appendix 1 for Pay Standardisation Agreement).
  - Grade new posts using the BWT Job Evaluation Scheme with reference to conditions of employment identified in the conditions of service for support staff.
  - Ensure that the BWT Job Evaluation Scheme is regularly reviewed alongside trade union colleagues and updated in line with operational requirements of the organisation.
  - Ensure that the annual performance management of all support staff is conducted in line with the Performance Management – Support Staff policy (TPO/STA/05)
  - Ensure all support staff will be provided with a written salary statement salary as soon as possible and no later than one month after the date the salary takes effect.
  - All support staff will automatically progress through the pay band (one increment as a time) annually until they reach the top of the pay band. The Trust reserves the right to suspend progression to the next increment in the pay band if a member of staff is on a formal capability plan (see Capability Policy TPO/STA/34).
- 1.6 This policy statement will be available to the staff of the school.
- 1.7 This policy does not form part of any employee’s contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the Trust, following discussion with trade union colleagues.

## 2. Delegation of Decision Making

### 2.1 Executive Principal and Principal

- 2.1.1** Except where otherwise stated, the Trust, having determined the policy as set out below, will delegate the day to day management of the policy to the Executive Principal and Principal of each academy in consultation with the CEO and Trust Finance Director. The Principal will report to the Executive Principal, CEO and Trust Finance Director those occasions when the delegated responsibility has been exercised in respect of pay provisions for support staff (i.e. permission to award increase of two increments on the pay scale (see paragraph 3.6)).
- 2.1.2** The CEO requires that the Principal in exercising the delegated responsibilities has appropriate regard to the budget approved by the Finance Director and the requirements of employment legislation, particularly The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.
- 2.1.3** The CEO expects the Principal to seek appropriate advice from any persons engaged by the Trust to provide such advice, including the Trust's link Executive Principals and Senior Finance/HR Manager.

### 2.2 An appropriate decision making structure

- 2.2.1** The CEO will delegate to the Executive Principal and subsequently the Principal of each academy, following consultation with the Trust Finance Director, decisions arising out of this policy or the appraisal policy.

### 2.3 Staffing structure

- 2.3.1** The Principal will annually recommend to the CEO (and link Executive Principal where relevant) and Trust Finance Director an indicative outline staffing structure for the school that:
- Takes account of any financial limits determined by the CEO and Trust Finance Director
  - Identifies the staffing structure for support staff posts

The indicative outline staffing structure and pay ranges approved by the CEO and Trust Finance Director shall be made available as well as this pay policy.

- 2.3.2** In the event that the recommendation contains significant changes in the staffing structure, all affected employees will be informed and consulted before the final structure is published (see Redundancy Policy (TPO/STA/11) for further information).

### 2.4 Review of decisions

- 2.4.1** If an employee wishes to have a review of any decision that affects his/her pay (i.e. automatic annual increment has not been awarded, post holder feels they have been matched to the wrong role, their current responsibilities are not reflected in the job they are matched to) s/he shall follow the appeals process, as outlined in either the Pay Standardisation Agreement or Capability Policy.

## 3. Support Staff Pay Arrangements

- 3.1** Members of support staff will be appointed to a job description within the BWT job families, all of which have been evaluated in line with the Pay Standardisation Agreement. This ensures a consistent and fair package of pay to all support staff across Brooke Weston Trust. The Pay Standardisation Agreement was achieved through a collective agreement with the recognised trade unions and implemented with effect on 1<sup>st</sup> September 2017.

- 3.2** Where a new post is required and is not featured within the BWT job families, this will be evaluated in accordance with the BWT Job Evaluation Scheme. The Trust will determine the appropriate salary having regard to the job evaluation score and overall size of the post. See [appendix 1](#) for further information.
- 3.3** If at any time the Principal considers that a member of the support staff is being asked to undertake, or has undertaken, increased or decreased responsibilities on a permanent basis, the Trust shall re-evaluate the job description of the post or appoint to an alternative job description within the BWT job families if it is appropriate to the role. If the evaluation or re-match to another post provides for a higher salary that salary will be paid to the post holder from a date determined by the Principal. In the event that the evaluation provides for a lower salary the employee will be entitled to salary safeguarding for a period of 18 months.

### Additional Payments

#### **3.4** Honoraria Payments

Where a member of staff has been requested by their line manager (Principal) to undertake a significant contribution to the organisation, for example, a one-off and unique project, the Principal may recommend a suitable honoraria payment as recognition of this contribution:

- This payment requires authorisation of the Senior Finance/HR Manager, Executive Principal, Finance Director and CEO and must justify the rationale for this recommendation (see [Appendix 2](#)).
- The honorarium will be paid as a lump sum payment at the next salary payment.
- BWT is committed to monitoring the issue of honoraria payments to ensure that it is awarded in a fair and equal manner.

#### **3.5** Allowances

The following allowances are made available for members of support staff who fulfil these duties. The Principal of the Academy is required to authorise these payments:

- First Aid Allowance  
A First Aid allowance of £150 per annum will be paid to those staff nominated by their Principal and suitably qualified to undertake First Aid responsibilities. This sum will be paid in 12 monthly instalments and will be subject to the normal deductions.
- Additional Clerking Duties for Local Governing Body (LGB) meetings  
For those staff undertaking clerking duties for LGBs, an allowance of £100 per meeting will be paid, subject to normal deductions.
- Combined Cadet Force (CCF) or Duke of Edinburgh Leads  
An allowance of £1,500 will be paid for those staff identified as a lead for either the CCF or Duke of Edinburgh's Award Scheme. The allowance will be paid in 12 monthly instalments and will be subject to the normal deductions.

#### **3.6** Acting Up Arrangements

Acting up rates for a post will be paid for any period exceeding one month and will be backdated to the beginning of the acting up period. In the event that staff currently acting up revert back to their substantive post, they will move to the appropriate point on the scale and any relevant protection arrangements will be applied.

### Pay Award

- 3.7** Brooke Weston Trust refers to but is not bound by the provisions of the National Joint Council (NJC) when considering support staff pay awards. The Trust will enter into local negotiations regarding support staff pay awards and will seek to agree a fair and affordable award.

## 4. Salary Sacrifice Arrangements

- 4.1 The Trust will consider and where possible seek to support any salary sacrifice scheme made available by the school, from which support staff employed in the school benefit where there is no additional cost to the school budget:
- a) a child care voucher or other child care benefit scheme;
  - b) a cycle or cyclist's safety equipment scheme; or
  - c) a mobile telephone scheme; and
  - d) other benefit-in-kind schemes which are exempt from income tax

## 5. Review of the Policy

- 5.1 The Trust will review this policy as part of a three year cycle unless there are changes in relevant legislation.
- 5.2 The Trust will consult with its staff at the time of review of the policy.

# **Brooke Weston Trust**



Appendix 1:

## **Pay Standardisation Agreement: Support Staff**

**INFORMATION CONCERNING BWT's PAY STANDARDISATION PROCESS**

Understanding our proposed new pay and grade structure

January 2018

## **Contents**

Introduction .....	7
The Job Evaluation Scheme and Brooke Weston Trust Conventions .....	8
Pay and grading structure .....	8
Moving to the new pay structure .....	8
Transferring onto the new grade .....	8
Working out pay.....	9
Pay Protection.....	11
Appealing against the Job Evaluation outcome.....	11
Allowances .....	12
Pensions and Retirement.....	12
Monitoring the BWT Pay and Grading Structure .....	12
Further Information .....	13

## **Introduction**

This document aims to cover the key aspects of the pay standardisation process undertaken across the Brooke Weston Trust (BWT). It focuses on the pay and grading structure and, where applicable, how any pay protection will be calculated.

The pay standardisation process has allowed us to determine the pay and grading that is applied to all support staff working within the Trust through the use of a job evaluation scheme. It has helped us provide a consistent and fair package of pay to our employees and to achieve clarity for staff on career stage pathways within BWT.

The Trust has worked with the UNISON and GMB unions to draw up this document and we are grateful for their valuable support in this important work.

At the heart of our pay standardisation process are the principles of fairness and equality for all employees. Equalising historic pay differences across the Trust means that some jobs may now be graded more highly than before and some may be graded lower. Careful consideration has been given to the pay structure and we believe the result is a fair structure fit for our future.

All colleagues working as support staff have the right to appeal against the job evaluation scores if they wish and full details of the appeal procedure are set out on page 7.

The Brooke Weston Trust is committed to the principle of Equal Pay for all its employees in compliance with the Equality Act 2010. Section 149 of the 2010 Act places an obligation on all public sector employers to have due regard to the need to eliminate unlawful discrimination and promote equality of opportunity between men and women. We aim to have a fair, equitable and transparent pay structure and we are clear that avoiding unfair discrimination is fundamentally important for all colleagues to feel valued and this contributes to ensuring that we are an employer of choice in the area.

To this end, the Trust has ensured adequate resources are in place to meet its equal pay objectives and it has worked in partnership with recognised trade unions to eliminate unfair or unlawful practices that impact on pay, and has taken appropriate remedial action where necessary.

## **The Job Evaluation Scheme and Brooke Weston Trust Conventions**

The Job Evaluation Scheme used for this standardisation exercise was the National Joint Council (NJC) Job Evaluation Scheme. The Trust believes this is an open and transparent scheme. The scheme is recommended by the NJC and an Independent Local Government Pay Commission. It has been used by numerous Local Authorities across the country.

The NJC Scheme consists of thirteen different factors under which each job scores points. The total points scored dictate the 'size' of the job and then the relevant Grade that each post is paid on under the new pay and grading structure (see Pay and Grading Structure). More details and a copy of the Scheme can be accessed on the Brooke Weston Trust website:

[www.brookewestontrust.org/staffinformation](http://www.brookewestontrust.org/staffinformation)

The Trust has devised a number of conventions which will be specific to the Brooke Weston Trust to support the scheme. It believes these conventions ensure appropriate point scores are achieved under some headings for specific work that might not otherwise score as highly if the context and nature of the Trust's work was not taken into account. Details of these conventions can also be found on the Brooke Weston Trust website. These conventions have been used when evaluating jobs with the NJC Job Evaluation Scheme and have been agreed by union colleagues.

### **Pay and grading structure**

The grading structure has 10 grades that allow for incremental progression in each grade. The points are simply numbered 1-30 with 1 being the lowest and 30 the highest. The grading structure is on page 6. The figures in the third row of the structure are the job evaluation points for that grade and therefore the 'size' of the job.

### **Moving to the new pay structure**

The pay standardisation process means that a new pay structure will be retrospectively introduced for all employees from September 2017. The new pay structure is simpler and fairer and standardises a variety of different pay levels.

Every member of support staff will receive a letter giving details of their evaluation score and grading. **Everyone** will have a new grade and it is important that everyone checks their own letter carefully to see what their new grade is.

Even though everyone has a new grade, not everyone's salary will change. The job evaluation score will lead to one of three outcomes:

1. You will have a new grade and there will be no change to your salary;
2. You will have a new grade and your basic salary will increase;
3. You will have a new grade and your basic salary will decrease.

### **Transferring onto the new grade**

If a member of staff's current salary is below the minimum point for the new grade, they will be transferred to the minimum point for the new grade.



If a member of staff's current salary is higher than the maximum point for the new grade, they will be transferred to the maximum point for the new grade and salary protection will be applied.

If a member of staff's current salary falls within the new grade, they will be transferred either to the point that matches the current salary, or, where there is not an exact match, onto the next point up.

### **Working out pay**

It will be possible to work out pay amounts simply. The personal letters given to staff will contain their job evaluation score and grade for their post. This can be checked against this document containing the new pay and grading structure.

If a member of staff does not work all year round i.e. they work either term time only or term time plus a number of additional weeks, the personal letter will confirm their actual part-time salary.

Employees who are currently on a temporary secondment or are on a temporary acting up contract will receive pay protection for their seconded/acting up position if the salary for this post is reduced. They will receive this for the 18 month protection period or for as long as they remain in their seconded/acting up position, whichever period is shorter and subject to the conditions of the protection.

Employees who are on secondment/acting up will receive pay protection when returning to their substantive post, if the salary of their substantive post has been reduced. They will receive this protection for the remaining duration of the pay protection period, or while they remain in this post if this is a shorter period and subject to the conditions of the protection.

## Pay Grade Table

\*based on 37 hours full-time equivalent

Grade	Point	Job Evaluation Points	Salary £
1	1	250-300	15,700
	2		15,850
	3		16,000
2	4	301-320	16,500
	5		16,650
	6		16,800
3	7	321-340	17,300
	8		17,450
	9		17,600
4	10	341-360	18,100
	11		18,250
	12		18,400
5	13	361-400	19,000
	14		20,000
	15		21,000
6	16	401-440	23,000
	17		24,000
	18		25,000
7	19	441-480	27,000
	20		28,000
	21		29,000
8	22	481-520	31,000
	23		32,000
	24		33,000
9	25	521-560	35,000
	26		36,000
	27		37,000
10	28	561+	39,373
	29		40,359
	30		41,367

## Pay Protection

It is recognised that the result of the pay standardisation process may be challenging for the small number of employees whose pay decreases, so we have created a salary protection scheme to help ease these consequences for those affected.

This operates as follows:

### 1. Pay increases

A member of staff whose pay increases as a result of the process will receive their increased salary with effect from 1<sup>st</sup> September 2017. Backdated pay will be calculated from 1<sup>st</sup> September 2017 to 28<sup>th</sup> February 2018 and will be paid in the March 2018 payroll.

### 2. Pay remains the same

A member of staff whose pay remains the same as a result of the process will have no change in salary.

### 3. Pay decrease of £0.01 to £1,000

A member of staff whose pay decreases by less than £1,000 will have 18 months' pay protection at their current full salary amount. The period of protection starts from 31<sup>st</sup> January 2018. On 1<sup>st</sup> August 2019 the pay point at the top of the new grade for their role will be applied. If, in the interim, the amount they receive on the new pay scale exceeds their historic salary, the new salary will be applied and pay protection removed. If the protected salary is not exceeded by the new pay scale, protection will remain in place until 31<sup>st</sup> July 2019.

### 4. Pay decreases by more than £1,000

A member of staff whose pay is set to decrease by more than £1,000 will receive 18 months' pay protection at their current full salary amount. The period of protection starts from 31<sup>st</sup> January 2018. On 1<sup>st</sup> August 2019 their pay will decrease by £1,000. Further decreases of £1,000 or a portion thereof will be implemented annually on 1<sup>st</sup> September until the pay point at the top of the new grade for the role is achieved. For example a member of staff with pay protection of £2,352 will have the following amendments:

1<sup>st</sup> September **2017**, pay protection = £2,352, no reduction in pay

1<sup>st</sup> August **2019**, pay protection = £1,352, £1,000 reduction in pay

1<sup>st</sup> September **2020**, pay protection = £352, £1,000 reduction in pay

1<sup>st</sup> September **2021**, pay protection = £0, pay moves to top point of pay scale.

### 5. Pay decreases for a member of staff protected by TUPE

For a member of staff protected by TUPE there will be indefinite pay protection. There will not be a change in salary until the pay point at the top of the grade for the role has increased beyond the current salary.

## Appealing against the Job Evaluation outcome

The evaluation and moderation of the posts within the Brooke Weston Trust Scheme have been undertaken by a team of trained evaluators. However, if an employee does not agree with their evaluation they have the right to appeal the evaluation by citing which of the thirteen factors they are appealing and why, providing evidence to support their appeal. They will have the right to be represented by a trade union representative or accompanied by a work place colleague at their appeal. Details of the appeal process can be found in Appendix 2.

## Allowances

### First Aid Allowance

A First Aid allowance of £150 per annum will be paid to those staff nominated by their Principal and suitably qualified to undertake First Aid responsibilities. This sum will be paid in 12 monthly instalments and will be subject to the normal deductions.

### Additional Clerking Duties for Local Governing Body (LGB) meetings

For those staff undertaking clerking duties for LGBs, an allowance of £100 per meeting will be paid, subject to normal deductions.

### Combined Cadet Force (CCF) or Duke of Edinburgh Leads

An allowance of £1,500 will be paid for those staff identified as a lead for either the CCF or Duke of Edinburgh's Award Scheme. The allowance will be paid in 12 monthly instalments and will be subject to the normal deductions.

### Acting up arrangements

The new pay structure supports employees' development through progression within a pay band. Part of this development is acting up to cover the absence of supervisors/managers for periods of up to one month. Acting up rates for a post will be paid for any period exceeding one month and will be backdated to the beginning of the acting up period.

In the event that staff currently acting up revert back to their substantive post, they will move to the appropriate point on the scale and any relevant protection arrangements will be applied.

## Pensions and Retirement

Any staff wishing to discuss the implications of the new pay scale for their pension should contact the Trust Finance Director and/or seek further information from the Cambridgeshire and Northamptonshire LGSS Pension Fund at:

LGSS Pensions

One Angel Square

4 Angel Street

Northampton

NN1 1ED

Email: [pensions@northamptonshire.gov.uk](mailto:pensions@northamptonshire.gov.uk)

Tel: 01604 366537

## Monitoring the BWT Pay and Grading Structure

The pay and grading structure will remain under review as Brooke Weston Trust and its operational needs change and as new roles are introduced into the support staff structures.

Brooke Weston Trust is committed to equal pay across the organisation and will continue to monitor the pay and grading structure to ensure that equal pay is maintained. An equal pay auditing exercise will be undertaken regularly in collaboration with union colleagues to review the pay and grading structure and we will be committed to developing any required action plans to address, monitor and prevent any future pay gaps i.e. gender pay gaps. Unique arrangements for working hours, i.e. contractual overtime, will also be monitored for equality purposes.

## Further Information

Anyone requiring further information or who has a query in relation to this pay standardisation process should contact a member of the job evaluation team or their trade union representative. The job evaluation team can be contacted by emailing: [jobevaluation@brookeweston.org](mailto:jobevaluation@brookeweston.org).

The Director of Finance will be visiting all Trust schools in the next two weeks to answer any questions.

**APPENDIX 2: RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS**

The Trust has the right to award lump sum payments, periodic payments, or provide other financial assistance, support or benefits as part of a recruitment or retention incentive. Any such incentives will have a review date after which the additional allowance may be withdrawn.

The Trust devolves its discretion in this matter to the CEO and any arrangements for recruitment and retention allowances or benefits must be submitted by a Principal in writing to the Finance Director and are subject to approval by both the Finance Director and CEO.

**Form 3 – REWARDING AN EMPLOYEE FOR ADDITIONAL DUTIES/ OUTSTANDING PERFORMANCE**

**This form should be used for requesting an honoraria payment/overtime payment/acting payments.**

**Please note: all fields\* must be completed – incomplete forms will be returned without action**

EMPLOYEE DETAILS – to be completed for Sections A and B			
School	<input style="width: 95%;" type="text"/>		
Employee Name*	<input style="width: 40%;" type="text"/>	Job Title	<input style="width: 40%;" type="text"/>

**SECTION A – HONORARIA/OVERTIME PAYMENT**

**1. BUSINESS CASE**

**Honoraria payments are one-off payments**

Amount of honoraria/overtime payment*	£ <input style="width: 90%;" type="text"/>
Outline the reason and period of time the payment is intended to cover, and also the service and customer benefits of the employee’s work that has led to the request for a payment*	<input style="width: 95%; height: 40px;" type="text"/>
Outline the process applied to identify the employee for which the payment is requested*	<input style="width: 95%; height: 40px;" type="text"/>
Indicate any alternative strategies considered to avoid the need for a payment*	<input style="width: 95%; height: 40px;" type="text"/>
Indicate the potential impact on other employees of awarding this payment*	<input style="width: 95%; height: 40px;" type="text"/>

**2. INFORMATION BUDGET MANAGERS MUST PROVIDE TO FINANCE**

Please indicate the funding source for this payment:

If you are using funding from a post you want to hold temporarily vacant – please indicate the post you want to be frozen to release the funding:

If you are using Grant funding or Income generation for this post, please provide evidence of this funding/confirmation of grant funding on submission of this form.

3. AUTHORISATION			
Executive Principal	Print:	Sign:	Date:
4. AUTHORISATION (for honoraria payment of over £500)			
Finance Director confirming funding available	Print:	Sign:	Date:

### SECTION B – ACTING UP PAYMENTS

#### 1. BUSINESS CASE

Acting up payments may be shared between two or more employees. Employees who undertake part of the duties will receive a ‘partial’ acting-up allowance.

Outline the reason and period of time the acting-up payment is intended to cover*			
Outline the service and customer benefits of this acting-up arrangement*			
Outline the process applied to identify potential employee/s who will be acting-up*			
Indicate any alternative strategies considered to avoid the need for an acting-up arrangement*			
Indicate the potential impact on other employees of this acting-up arrangement*			
Current Grade*		Acting-up grade*	
Percentage of grade to be paid*		Total amount to be paid*	

2. AUTHORISATION			
Approved			
Line Manager	Print:	Sign:	Date:
Authorised:			

<b>Principal</b>	<b>Print:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Senior Finance Manager</b>	<b>Print:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Executive Principal</b>	<b>Print:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Finance Director</b>	<b>Print:</b>	<b>Sign:</b>	<b>Date:</b>