

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

REVIEWED: SEPTEMBER 2020

NEXT REVIEW: SEPTEMBER 2021

1. Policy Statement

- 1.1 The purpose of this policy is to provide an open and transparent framework that enables Academies to manage pay issues and to ensure that employees are paid on a fair and equitable basis. This document also ensures consistency of treatment in dealing with the administration of pay matters including pay appeals.
- 1.2 The Trust is committed to being an equal opportunities employer and as such, opposes all forms of unlawful or unfair discrimination. The Trust will ensure pay decisions throughout each academy comply with the legal provisions of The Equality Act 2010. 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.
- 1.3 The Trust recognises the importance of determining a pay policy and administering pay in a way which enables the Trust to attract, motivate and retain the most suitable staff to ensure the provision of education for students is of the highest quality.

In determining this policy, the Trust has taken into account all relevant legislation and codes of good practice. This pay policy should be read in conjunction with the Trust’s Support Staff Performance, Development and Career Progression, which outlines the procedures and the criteria for determining pay progression for employees where there are concerns about their performance.

- 1.4 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
- 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
 - 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 Support Staff Performance, Development and Career Progression 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, following discussion with trade union colleagues.
- 1.8 All September 2020 salary determinations relating to salary progression shall be made in line with the pay tables in Appendix 1.

2. Who does this policy apply to?

- 2.1 This policy applies to all Trust Support Staff, including the Central Executive Team.

3. Who is responsible for implementing this policy?

- 3.1 Line Managers will make pay recommendations for those on the Central Executive Team, following appraisal.
- 3.2 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 6.2)).
- 3.3 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.
- 3.4 The CEO expects the Principal to seek appropriate advice from the Executive Principals and HR Manager where appropriate.
- 3.5 Executive Principals are responsible for formally considering pay reviews made by employees where there is a dispute regarding pay.
- 3.6 The Pay Review Appeals Committee will consider appeals made by employees where there is a dispute regarding pay. There will be three people on the panel, and this will be made up of governors and can include the CEO.
- 3.7 The implementation and application of this policy will be monitored at Academy level by the Academy's Senior Leadership Team and will remain under review by the CEO and Remunerations Committee.
- 3.8 The application of this policy will be shared and monitored with trade unions, including the number of appeals, by protected characteristics as defined in the Equality Act 2010
- 3.9 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.

4. What are the aims of this policy?

- 4.1 To maintain and improve the quality of education provided by the Trust by having a pay policy that supports the Trust's vision and values.
- 4.2 To maximise the quality of teaching and learning in the Trust
- 4.3 To identify the principles by which the salary decisions for all employees will be made to enable the Trust to recognise and reward staff appropriately for their contribution to the Trust and their individual performance and skills.
- 4.4 To provide a means of recruiting and retaining high quality staff in accordance with the Trust's needs, taking into account appropriate equal opportunity policies and employment legislation and the appropriate guidance on safer recruitment practice.

5. Staffing Structures

- 5.1 The Principal will annually recommend to the Executive Principal and Trust Finance Director an indicative outline staffing structure for the academy that:
- Takes account of any financial limits determined by the Executive Principal, Finance Director and CEO
 - Identifies the indicative staffing structure for support staff posts
- 5.2 If there are changes in the staffing structure, all affected employees will be informed as outlined in the Organisational Change Policy, and consultation with staff will take place.

6. New Appointments

- 6.1 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 consistent and fair 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 1st September 2017.
- 6.2 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.
- 6.3 New staff will normally be appointed on the bottom of the relevant pay scale.
- 6.4 Where the Principal regards the successful applicant as having experience which is directly relevant to the post being offered then an appropriate salary will be offered within the advertised range.

7. Support Staff Pay Arrangements

- 7.1 Support Staff will progress annually within their pay range automatically on 1st September each year. Where there are significant concerns about the performance of an employee, and they have been formally notified that they are moving to proceedings under the Capability Policy, pay progression may be withheld. Where sufficient progress has been made at either the informal or formal stage and the employee's performance is deemed to be satisfactory prior to 1 September, pay progression will be awarded. However, where progress is not deemed to be satisfactory, and this is documented, pay progression will be withheld.
- 7.2 In exceptional circumstances and provided there is clear evidence that demonstrates exceptional performance attributable to the individual, up to 2 points may be awarded. However, if more than one-point progression is to be considered, this must be approved by the Executive Principal in conjunction with the CEO and Finance Director.
- 7.3 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.

8. Absences

- 8.1 Where an employee has been absent through long term illness or "family-friendly" leave the Principal will ensure a Personal Development Discussion is conducted as soon as practicable.
- 8.2 Sickness absence and "family-friendly" leave should not have a negative impact on an employee's Personal Development Discussion. Employees on family-friendly leave will be assessed against their

goals before the start of the leave and again when they return to work. This might include information from the most recent Personal Development Discussion review or any part of the review period when the employee was at work.

9. Review of Decisions

- 9.1** If an employee wishes to have a review of any decision that affects their pay (i.e. automatic annual increment has not been awarded), within 5 days of being notified of the pay recommendation the employee can make a written request to formally meet with the Principal
- 9.2** The statement provided by the employee must indicate the reason(s) why they disagree with the recommendation, and must fall within one or more of the following:
- That the recommendation:
- Incorrectly applied any provision of the appropriate salary and/or appraisal policy
 - Failed to have proper regard for statutory provision
 - Failed to take proper account of relevant evidence
 - Took account of irrelevant or inaccurate evidence
 - Was biased; or
 - Otherwise unlawfully discriminated against the employee
- 9.3** The Principal will, normally, within 5 working days of receipt of the written application for a review, make arrangements for the employee to make representations in person regarding the reasons for the written application. The employee may be accompanied at that meeting by a workplace colleague or representative of their trade union and the Principal may also have an adviser present. The decision will be provided to the employee in writing as soon after the review as possible. The employee will be advised that they have the right of appeal against the review decision.
- 9.4** The procedure to be followed for the review hearing is attached at Appendix 3 of this policy.
- 9.5** If the employee decides to appeal against the review determination as defined above then the employee shall, within 5 days of receipt of the reviewed determination, notify the Clerk to the Trust's Pay Review Appeals Committee in writing of the appeal and the reasons for it. The Clerk will arrange, normally within 10 working days of the receipt of the written notice of appeal, giving at least 5 working days' notice, a meeting of the Pay Review Appeals Committee. The employee may be accompanied at that meeting by a workplace colleague or representative of their trade union, and the Principal may also have an adviser present. The procedure to be followed for the appeal is attached at Appendix 4 of this policy.
- 9.6** The decision of the Pay Review Appeals Committee shall be final. Once any appeal has been resolved the final decisions regarding the assessment of salaries or performance management of staff shall be reported to the Trust.
- 9.7** All staff have the right to make representations and to appeal about any aspect of their pay or pay progression in accordance with the appeals procedure that meets, as a minimum the statutory requirements on dispute resolution

10. Additional Payments**10.1 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 Executive Principal and Finance Director 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.

10.2 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.

10.3 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.

11. Benefits

11.1 The Trust will consider and where possible seek to support any salary sacrifice scheme or other benefit scheme made available by the academy, from which teaching staff employed in the academy benefit, currently staff can access:

- a) a car loan scheme;
- b) subsidised membership of the Chartered College of Teaching
- c) a Bike2Work scheme; or
- d) 20% off childcare at BWT wrap-around care and breakfast / afterschool clubs
- e) Further information about staff benefits can be found on the BWT website or requested from the BWT HR Manager

12. Review of the Policy

12.1 The Pay Policy will be reviewed by the Trust on an annual basis. The Trust will consult with employee representatives via the Trust JCC and the final policy will be approved and adopted by the Trust Board

APPENDIX 1: Support Staff Pay Scales September 2020

Grade	Point	FTE Salary
1	1	17,750
	2	17,850
	3	17,950
2	4	18,050
	5	18,150
	6	18,250
3	7	18,350
	8	18,450
	9	18,550
4	10	18,650
	11	18,750
	12	18,850
5	13	19,190
	14	20,200
	15	21,210
6	16	23,230
	17	24,240
	18	25,250
7	19	27,270
	20	28,280
	21	29,290
8	22	31,310
	23	32,320
	24	33,330
9	25	35,350
	26	36,360
	27	37,370
10	28	39,767
	29	40,763
	30	41,781

APPENDIX 2:

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: 95%;" type="text"/>	Job Title	<input style="width: 95%;" type="text"/>

SECTION A – HONORARIA/OVERTIME PAYMENT

1. BUSINESS CASE

Honoraria payments are one-off payments

Amount of honoraria/overtime payment*	£ <input style="width: 95%;" 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.

School Finance Officer: Sign: _____ Date: _____

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:
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Authorised:

School Business Manager	Print:	Sign:	Date:
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Principal	Print:	Sign:	Date:
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Executive Principal	Print:	Sign:	Date:
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Finance Director	Print:	Sign:	Date:
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Appendix 3 – Pay Review Hearing Procedure

1. Welcome and Introductions

2. Case for the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Presents the employee's written application for the review.
- b) The Principal may ask questions of the employee.

3. Line Manager

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/ decision previously provided to the employee.
- b) The Principal may ask questions of the Line Manager

4. Summing Up and Withdrawal

- a) The employee, or representative, has the opportunity, to sum up their case if they so wish.
- b) The Line Manager has the opportunity, to sum up their case if they so wish
- c) Line Manager and Employee withdraw

5. Review of Decision

- a) The Principal, and the person who is advising, are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties
- b) The Principal will announce the decision of the review to the employee, which will be confirmed in writing within five working days

Notes

1. For the purposes of the review, the attendees will have the following documents:
 - The written statement of reasons for the recommendation/decision previously provided to the employee.
 - The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 9.2 of the pay policy).
 - Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. The Principal may have an adviser present.
3. The review is not an appeal against the recommendation/decision.

Appendix 4 – Pay Review Appeal Procedure

1. Welcome and Introductions

2. Appeal of the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague. The employee or representative:

- a) Introduces the employee's written reasons for the appeal and the representative of the Review Committee and then members of the Pay Review Appeals Committee may ask questions of the employee.
- b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the Principal and then by the Pay Review Appeals Committee.

3. Principal

- a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for their decision previously provided to the employee, and the employee or representative and then members of the Pay Review Appeals Committee may ask questions of the Principal.
- b) May call witnesses (such as the Line Manager), who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or their representative and then by the Pay Review Appeals Committee.

4. Summing Up and Withdrawal

- a) The employee, or representative, has the opportunity, to sum up their case if they so wish.
- b) The Principal has the opportunity, to sum up their case if they so wish
- c) All other persons other than the Pay Review Appeals Committee and their adviser are required to withdraw.

5. Review of Decision

- a) The Pay Review Appeals Committee, and the person who is advising, are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties
- b) The Chair of the Pay Review Appeals Committee will announce the decision of the review to the employee, which will be confirmed in writing within five working days

Notes

1. For the purposes of the review, the attendees will have the following documents:
 - The written statement of reasons for the recommendation/decision previously provided to the employee by the Principal
 - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 9.2 of the pay policy).
 - Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. The Pay Review Appeals Committee may have an adviser present.