



Pay Standardisation Agreement: Support Staff

INFORMATION CONCERNING BWT's JOB EVALUATION, PAY AND GRADING PROCESS

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Introduction

This document aims to cover the key aspects of the pay standardisation process undertaken across the Brooke Weston Trust (BWT). 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 the National Joint Council (NJC) 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. Careful consideration has been given to the pay structure and we believe the result is a fair structure fit for our future.

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 NJC Job Evaluation Scheme and Brooke Weston Trust Conventions

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.

The Trust has devised a number of conventions which will be specific to the Brooke Weston Trust to support the scheme. 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 3. The figures in the third row of the structure are the job evaluation points for that grade and therefore the 'size' of the job.

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.

Pay Grade Table

*based on 37 hours as 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

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 1st September 2017. Backdated pay will be calculated from 1st September 2017.

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 31st January 2018. On 1st 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 31st 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 31st January 2018. On 1st August 2019 their pay will decrease by £1,000. Further decreases of £1,000 or a portion thereof will be implemented annually on 1st 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:

1st September **2017**, pay protection = £2,352, no reduction in pay

1st August **2019**, pay protection = £1,352, £1,000 reduction in pay

1st September **2020**, pay protection = £352, £1,000 reduction in pay

1st 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.

Important Points to note:

- Pay protection will be based on the hourly rate of basic gross pay the day before protection is due.
- Any increases in hours or weeks worked will be calculated at the new hourly rate of pay and not the protected hourly amount.
- Pay protection will be adjusted to reflect pay awards or incremental increases. Such increases will be added to the substantive lower salary and the level of protection will be decreased by this amount.
- Pay protection will be based on the hourly rate of basic gross pay the day before protection is due.

The entitlement to pay protection will cease where an employee is successfully appointed to a promoted post, or is appointed to a brand new post following the implementation date.

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.