

**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**

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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). 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

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.

## 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.

## **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

## **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.