



OAKLANDS CATHOLIC SCHOOL

AND

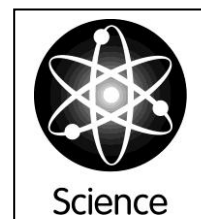
SIXTH FORM COLLEGE

PAY POLICY - SUPPORT STAFF
17/18

APPROVED BY GOVERNORS	12 JULY 2017
REVISION DUE	JULY 2018
MEMBER OF STAFF RESPONSIBLE	Director of Business and Finance
STATUTORY / NON-STATUTORY	STATUTORY



Community



Unity

Opportunity

OAKLANDS CATHOLIC SCHOOL and SIXTH FORM COLLEGE

Framework Pay Policy for Support Staff

INTRODUCTION

- 1.1 The Directors of [the Edith Stein](#) Catholic Academy Trust recognise the value of support staff and will seek to ensure that all non-teaching staff are rewarded for the level of responsibility they carry out and for the contribution they make to the work of the school subject to the national guidelines for pay structure and within the constraints of budgetary provision.
- 1.2 In implementing its pay policy, the Directors will be guided by the underlying principles of its Mission Statement and will seek at all times to ensure that the pay and grading of jobs is fair and non-discriminatory and complies with equal pay legislation and associated codes of practice. It also seeks to provide schools with a pay framework which allows them to compete effectively with other employers in the local area and recognise skills and experience in accordance with the national agreements for support staff. It will also consult with the Diocese and Catholic Education Service (CES) where necessary as all staff at Oaklands are employed under CES contracts.

AIMS

Basic Underlying Principles of the Pay Policy

- 2.1 To establish and implement a Pay Policy based on the principles of the Mission Statement of the school and:
 - Reflect the Governors strategy and values statement of the school. These are based upon the gospel values which see each individual treated with fairness, equality and justice.
 - To establish a Pay Policy that supports a staffing structure which is linked to the School Development Plan, priorities and key measures by which the school is judged and the requirements of the curriculum.
 - To establish a Pay Policy which emphasises the school's commitment to Equal Opportunities and other relevant pay legislation.
 - To establish and implement a Pay Policy which will be guided by the constraints of budgetary provision.
 - To establish a Pay Policy which is fair for all members of staff, and which recognises each individual's contribution.
 - To establish a Pay Policy which is clearly linked to the performance management cycle for support staff
- 2.2 Each member of the non-teaching staff with a copy of the Pay Policy, together with an annual statement giving details of their salary entitlement.
- 2.3 For support staff the responsibility for pay decisions at Oaklands is devolved to line managers and formally linked to the performance management cycle for support staff. The Director of Business and Finance and Headteacher have a duty to review and monitor these decisions and any inconsistencies are reported to the Governors Pay Sub Committee.

POLICY SCOPE

- 3.1 This guidance is applied to all support staff within the school – for example business managers, pastoral support roles, teaching assistants; cover assistants, clerical/administrative staff; technicians, site and catering staff. Teaching staff should refer to the Pay Policy for Teaching Staff.

PAY FRAMEWORK

- 4.1 In line with the TUPE agreements following the school conversion to academy status support staff remain subject to the County Council's main pay framework. This was implemented in April 2007 in line with National guidance, with the grade for each role being determined by a consistent job

evaluation process. This followed a national requirement for all Local Authorities, and a number of other public sector employers, to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer. As part of this, the County Council determined a local pay framework.

- 4.2 There are 11 grades (A-K) in the pay framework, grade A being the lowest and grade K the highest. Each employee will be on one of the 11 grades based on the job evaluation of their role. Each grade consists of 5 steps, with the exception of grades A and B which consists of 3 steps. Pay progression within each grade is determined through the use of the school's performance management cycle.
- 4.3 Employees new to the school will normally be appointed to the first step of the salary range for their grade. Where the candidate's current employment package would make the first step of the salary range unattractive or where the employee already operates at a level commensurate with a higher salary, a different starting salary may be considered by the recruiting manager. This will be within the salary range for the grade. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.
- 4.4 All employees are paid within the salary range for their grade. Details of the salary ranges are published on the County Council's website, and a copy of those salary ranges as at 1st April 2017 is attached at Appendix 1 to this Pay Statement. Where the responsibilities of a post suggest that re-grading might be necessary, the Governors Pay Sub Committee will review whether the post should be matched to a more appropriate role profile, or if no appropriate role profile is available will consider whether the post should be subject to job re-evaluation (see section 5 below)
- 4.5 There is no provision for bonus payments to any employees. There is however a Special Recognition Scheme, under which a one-off payment may be awarded to a member of staff as a reward for a particular piece of work or a substantial achievement above what is expected as part of their ordinary day-to-day work. The size of the award paid to an employee will be commensurate with the work being rewarded. Special Recognition Scheme payments are subject to approval by the Salaries Sub Committee of the Local Governing Body and are funded from within existing budgets.
- 4.6 Allowances or other payments, for example shift working, may be made to staff in connection with their role or the patterns of hours they work in accordance with the County Council's collective agreement ("EHCC 2007") and subsequent amendments thereto, and other governance arrangements.
- 4.7 The Directors recognise that employees sometimes incur necessary expenditure in carrying out their responsibilities, for example travel costs. Employees will be reimbursed for reasonable expenses incurred whilst on school business in accordance with the County Council's collective agreement ('EHCC 2007') and subsequent amendments. Current rates for travel reimbursements are published on the County Council's website and a copy of the rates as at April 2017 are attached at Appendix 2.
- 4.8 Where there is a specific difficulty in recruiting and/or retaining a certain category of support staff, the Directors will give consideration to the use of market supplements, subject to statutory and local criteria being met.
- 4.9 The Directors will actively promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.
- 4.10 Where permissible, the Directors may consider the application of pay flexibilities where the specified criteria are met.

JOB EVALUATION

- 5.1 Job evaluation may be carried out on posts for a number of reasons including when posts are newly created or vacant, as part of a restructuring exercise or when it is considered that the duties of the post have changed since it was last evaluated (re-evaluation).
- 5.2 Job evaluation is necessary to determine the appropriate level of remuneration as a fair reflection of the duties and responsibilities of the job. Job evaluation also helps to ensure that the

pay and grading of similar posts across schools is consistent and establishes the extent to which there is comparable work between jobs so that equal pay can be provided for work of equal value. It is important to remember that job evaluation is an evaluation of the job that is required, not the person.

The Job Evaluation process is an analytical one that takes into consideration seven factors:

- Knowledge/Expertise
- Problem Solving
- Decision Making
- Span of Control/Impact
- Working Relationships
- Insight or Effort
- Operational Environments

- 5.3 Job evaluation should not be used to recognise temporary additional duties where employees act up in the absence of more senior employees. Temporary responsibility and honorarium payments can be used for this purpose.
- 5.4 The basis for job evaluation is the information contained in the job description, person specification and structure chart. The Director of Business and Finance should ensure that these documents accurately reflect the full responsibilities and duties of the post and the skills, knowledge and experience required to carry out the duties. Where the post holder is in place at the time of evaluation these documents should be drawn up in consultation with the post holder and agreed.

PAY REVIEWS

- 6.1 All staff at Oaklands are included in the performance management process and the expectation is that this will be linked to the school development priorities, staff professional development as well as to any possible pay awards. Support staff reviews will take place as detailed in the schools support staff performance management policy and the outcome of this process will inform any decisions regarding pay progression.
- 6.2 Pay progression within the grade is subject to satisfactory performance, including any set professional objectives - and if appropriate will take place on 1st April annually. The outcome of an individual's performance review can award one of the three ratings outlined below:
- Improvement required (generally no annual progression)
 - Achieved expectations (annual progression of one step within the limit of the normal salary range)
 - Exceptional performance (annual progression of one step within the limit of the normal salary range; a one off payment of 3% of base salary or, in exceptional circumstances, accelerated step progression within the limit of the normal salary range)
- It is the Governing Body's expectation that the majority of the school's support staff will be awarded the 'achieved expectations' rating. Staff should refer to the Support Staff Performance Management Policy for full details.
- 6.3 Where a pay determination leads or may lead to the start of a period of safeguarding, the Directors/Local Governing Body will give the required notification as soon as possible, and no later than one month after the date of the determination.

THE SALARY SUB COMMITTEE

- 7.1 School decisions on support staff pay will be taken by the Salary Sub Committee. The committee consists of a minimum of three governors, Chair and Vice Chairs elected annually and is responsible for:
- Taking decisions on the Headteacher's pay
 - Considering Headteacher or Line Manager recommendations for the pay of other staff
 - Deciding the school's approach towards the exercising of pay discretions

- Keeping the school's Pay Policy up to date and under review
- Communicating pay decisions to each member of staff in the school

- 7.2 Staff Governors may not sit on the Salary Sub Committee.
- 7.3 The Headteacher has the right to comment on support performance management reviews and pay recommendations of support staff and make Governors aware of any inconsistencies and the financial implications of those assessments.
- 7.4 The Academy Trust Company retains responsibility for endorsing any proposed changes to the school's pay policies. Any proposed changes should be discussed with and communicated to the staff in writing by the Headteacher, to allow for consultation prior to a decision being taken by the Directors.

COMPLAINTS/APEALS

- 8.1 A member of staff who has a query about their salary should, in the first instance, seek to resolve the matter informally with the Director of Business and Finance and/or Headteacher. If the matter remains unresolved the school's grievance procedure could, if necessary, be followed.
- 8.2 A member of staff may appeal against any determination in relation to his or her pay or any other decision taken by the Directors that affects his/her pay. The process for dealing with appeals arising from performance management decisions is outlined below:-

The grounds for appeal are that the appraiser:

- Incorrectly applied any provision of the relevant terms and conditions of service;
- Incorrectly applied the procedures of the support staff performance management process;
- Failed to have proper regard to statutory guidance;
- Failed to take proper account of relevant evidence
- Took account of irrelevant or inaccurate evidence;
- Was biased; or
- Otherwise unlawfully discriminated against the member of staff.

- 8.3 The sequence of events is as follows:
- The member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
 - If the member of staff is not satisfied, he/she should seek to resolve this by discussing the matter informally with the appraiser within ten working days of the decision.
 - Where this is not possible or where the member of staff continues to be dissatisfied, he/she may follow a formal appeal process.
 - The member of staff should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the person who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
 - The person who made the decision should meet with the member of staff (and, if the member of staff wishes this, a colleague or union representative) within ten working days of receipt of the written grounds for questioning the pay decision to discuss this and give the member of staff an opportunity to make representations in person. Following this meeting the member of staff should be informed in writing of the formal outcome and the right to appeal.
 - If the member of staff wishes to appeal against the decision then they should notify the Clerk to the Governors in writing of the appeal and the reasons for it, within 10 days of the above meeting.
 - The Clerk to the Governors will arrange, normally within 20 working days of the receipt of the written notice of appeal, giving at least 5 days' notice, a meeting of the appeals committee of the Governing Body who will consist of a panel of three governors who were not involved in the original decision. The member of staff will be entitled to attend and the procedure to be followed for the appeal is attached in Appendix 3 of this policy. The decision of the appeal panel delegated to deal with appeals shall be final and there is no recourse to the staff grievance procedure. Decisions will be given in writing and where an appeal is rejected will include a note of the evidence considered and the reasons for the decision. Once any appeal has been resolved the

final decision regarding the assessment of salaries will be reported to the Directors/Local Governing Body.

CONFIDENTIALITY

- 9.1 The elements of the school's pay policy will be shared and discussed openly with the school's staff. Individual pay decisions will be handled confidentially between the Salary Sub Committee, Director of Business and Finance and/or Headteacher and the staff concerned.

MONITORING THE IMPACT OF THE POLICY

- 10.1 The Directors will monitor the outcomes and impact of this policy on a regular basis, including trends across specific groups of support staff to assess its effect and the school's continued compliance with equalities legislation.

POLICY REVIEW

- 11.1 This pay policy will be reviewed annually by the Directors of the Academy Trust Company.

Appendix 1

Hampshire County Council's EHCC 2007 Pay Framework

The EHCC salary ranges for 1 April 2017 can be found below.

<u>HCC grades</u>	<u>Step</u>	<u>April 2017</u>
<u>Grade A</u>	<u>1</u>	<u>15015</u>
	<u>2</u>	<u>15157</u>
	<u>3</u>	<u>15267</u>
<u>Grade B</u>	<u>1</u>	<u>15669</u>
	<u>2</u>	<u>15766</u>
	<u>3</u>	<u>16074</u>
<u>Grade C</u>	<u>1</u>	<u>16209</u>
	<u>2</u>	<u>16639</u>
	<u>3</u>	<u>17072</u>
	<u>4</u>	<u>17508</u>
	<u>5</u>	<u>17,955</u>
<u>Grade D</u>	<u>1</u>	<u>19,846</u>
	<u>2</u>	<u>20,443</u>
	<u>3</u>	<u>21,055</u>
	<u>4</u>	<u>21,686</u>
	<u>5</u>	<u>22,337</u>
<u>Grade E</u>	<u>1</u>	<u>24,587</u>
	<u>2</u>	<u>25,325</u>
	<u>3</u>	<u>26,083</u>
	<u>4</u>	<u>26,867</u>
	<u>5</u>	<u>27,672</u>
<u>Grade F</u>	<u>1</u>	<u>31,479</u>
	<u>2</u>	<u>32,424</u>
	<u>3</u>	<u>33,398</u>
	<u>4</u>	<u>34,399</u>
	<u>5</u>	<u>35,430</u>
<u>Grade G</u>	<u>1</u>	<u>38,876</u>
	<u>2</u>	<u>40,041</u>
	<u>3</u>	<u>41,244</u>
	<u>4</u>	<u>42,481</u>
	<u>5</u>	<u>43,753</u>
<u>Grade H</u>	<u>1</u>	<u>45,318</u>
	<u>2</u>	<u>46,676</u>
	<u>3</u>	<u>48,078</u>
	<u>4</u>	<u>49,519</u>
	<u>5</u>	<u>51,003</u>

Appendix 2

Employment in Hampshire County Council (EHCC) single mileage rate from 1 April 2017

EHCC Grades A – H	Up to 10,000 miles = 45p per mile Over 10,000 miles = 25p per mile
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Appendix 3

PROCEDURE FOR AN APPEAL AGAINST A SALARY DETERMINATION TO THE APPEAL COMMITTEE OF THE GOVERNING BODY

The Appeal of the employee

The employee, or representative,

- a) introduces the employee's written reasons for the appeal and the representative of the salary committee and then members of the Appeal Committee may ask questions of the employee
- b) may call witnesses, each of whom will have provided a written statement of the information he/she wishes to give, and each witness may be asked questions by the representative of the salary committee and then by the Appeal Committee

The response of the salary committee

The representative of the salary committee

- a) explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the salary committee previously provided to the employee and the employee or representative and then members of the Appeal Committee may ask questions of the representative of the salary committee.
- b) may call witnesses, 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 representative and then by the Appeal Committee

3. Summing up and withdrawal

- a) the representative of the salary committee has the opportunity to sum up if he/she so wishes.
- b) the employee, or representative, has the opportunity to sum up his/her case if he/she so wishes.
- c) all persons other than the appeal committee and its adviser are then required to withdraw.

4. Appeal Committee decision

- a) the Appeal Committee and the person who is advising on law, procedure and merits of the case are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) the Chair of the Appeal Committee will announce the decision to the employee, which will be confirmed in writing

Notes:

1. For the purposes of the appeal, the Appeal Committee will have the following documents:-

- the written statement of reasons for the salary committee decision previously provided to the employee
- the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
- any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.

2. The Appeal Committee may appoint an adviser who may not be an employee of the school.

3. The employee may be represented by a representative of his/her trade union or a workplace colleague.

4. Where an employee is appealing against a determination of the Threshold Application the same procedure will be used with the Headteacher taking the role of the representative of the salary

committee. The Headteacher may have an adviser present who may not be an employee of the school.