

# **Pay Policy: Non-teaching Staff (outside the 2012 HCC Collective Agreement)**

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In this policy, the term 'headteacher' means the Executive Headteacher of the Federation except where the Executive Headteacher or the Governing Body has delegated the responsibility to the relevant Head of School.

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## **1. Introduction**

This policy sets out the framework for how decisions on pay for non-teaching employees are made in this school. It has been developed to comply with current legislation and take account of the requirements of each of the terms and conditions in use at the school.

In adopting this pay policy the aim is to:

- maximise the quality of teaching and learning at the school
- support the recruitment and retention of a high quality workforce
- recognise and reward staff for their contribution to school improvement
- ensure that pay and performance appraisal arrangements enable the current and future delivery of the curriculum and school improvement plans
- ensure that pay decisions are made in a fair and transparent way
- ensure that available financial resources are allocated appropriately and sustainably.

Pay decisions at this school are made by the Governing Board with grades set in the school structure.

## **2. Basic Pay Determination on Appointment**

The Governing Board will review the pay for a vacancy prior to advertising it, this will take account of the determination of the evaluation framework used by the school. Currently the school follow the Hay evaluation framework.

Pay will be set in line with any specific restrictions set out in the relevant terms and conditions and this policy.

There is no assumption that any employee will be paid at the same rate as they were being paid in a previous school, pay will be offered in accordance with the value of the post.

The Governing Board will consider paying above the evaluated grade where there is clear evidence of market forces dictating a higher rate of pay.

## **3. Pay Progression**

For non-teaching staff the terms and conditions allow for an automatic increment up the spinal column points within each H or M grade band. These will occur automatically on 01 April. Cost of living awards are still applied to under the non-teaching terms and conditions. No increment will occur in circumstances where an individual is the subject of formal capability proceedings.

For non-teaching staff cost of living awards will be applied as soon as reasonably practicable, in accordance with national pay settlements, usually but not always in April, and only once settled.

## **4. Processes and Procedures**

The application of pay increases will occur automatically save where an individual is subject to formal capability proceedings.



## **5. Honoraria payments**

Such awards may, in exceptional circumstances, be made to non-teaching staff. Honoraria payments can be used when an individual is undertaking work that is part but not all of a higher graded position for a period of 4 weeks or more.

Honoraria payments may also be used to reward additional or onerous tasks or a specific piece of project work at the same grade or lower, for a specific period over 4 weeks or more. The Governing Board will take into account the difference in monthly salary of the post holder and the level of work they are undertaking.

Where the full duties of a higher grade are undertaken this will be treated as acting up.

## **6. Salary Protection**

Changes in pay for those covered by Local Government Terms and Conditions are covered by a Collective Agreement with Unison. This provides protection of one H or M grade above the grade of the new post for the period of 2 years. The protected grade is frozen and not subject to cost of living awards however the substantive grade would continue to have awards applied.

## **7. Appeals**

As pay progression is automatic save for where an employee is subject to formal capability proceedings there is little scope to require a pay appeal.

Disputes relating to the pay grade of a member of non-teaching staff should be brought to the attention of the Governing Board.

Where informal discussion does not allow for a satisfactory conclusion to be reached the Governing Board will agree for the role to be re-evaluated. At the conclusion of the evaluation process the outcome will be final and the pay determination applied. In circumstances where this results in the grade being reduced the provisions of the 2010 Collective Agreement covering pay protection will be applied.

## **8. Monitoring the Impact of this Policy**

The Governing Board will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff to assess its effect and the school's continued compliance with equalities legislation.

