



NON-TEACHING STAFF

PAY POLICY

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REVISIONS

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1.0		First approval	05.12.2019
1.1	p.7/11.3	Uplift of 2.75% backdated to 04.2020	15.10.2020
1.2	p.7 7.1.6.2	Removed HR Director and replaced with CFO/CEO	23.11.2021
	p.9 11.3	Added point referring to ongoing pay negotiations and impact on pay uplift	
1.3	p.10/11.4	Details of 2022 pay uplift added	11.2022

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1. Introduction

- 1.1. The Trust Board has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all non-teaching staff employed in the Trust.
- 1.2. The Trust Board is committed to taking decisions in accordance with the "key principles of public life": objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all non-teaching staff employed in the Trust, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

- 1.3. The Trust Board recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4. This policy is based on a whole Trust approach to pay issues. The Trust Board approved staffing structure within each of its constituent schools will support each Plan for School Improvement. The Trust Board will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in Trust pay decisions.
- 1.5. The Trust Board recognises the importance of annual appraisal of performance for non-teaching staff and how this may link to pay.
- 1.6. This policy has been agreed by the Finance & Human Resource Committee of the Trust Board following consultation with staff and the recognised trade unions. Any subsequent significant changes will also be subject to further consultation before amendment by the committee. The F&HR Committee will have full authority to take decisions on behalf of the Trust Board on pay matters as defined in this policy.
- 1.7. The Trust approved staffing structures for each school will be published as an appendix to this policy as (Appendix 1). Any subsequent significant changes to the staffing structure will be subject to consultation and approval through the Trust Board scheme of delegation.

2. Aims of the policy

- 2.1. The Trust Board aims to use the Trust Non-Teaching Staff Pay policy to:
 - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
 - Maintain and improve the quality of provision at each of the schools within the Trust;
 - Support the Development Plans for School Improvement;
 - Underpin the Trust's Performance Review and Capability Policies;
 - Ensure that all staff are valued and appropriately rewarded for their work contribution in the Trust;
 - Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
 - Provide flexibility to recognise individual staff performance linked to pay decisions.

- 2.2. The Trust Board will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

3. Job Roles and Responsibilities

- 3.1. All members of staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.
- 3.2. Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post, a new job description will be issued.
- 3.3. Where the staffing structure of a school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made, with a view to seeking to agree the changes before new job descriptions are issued.

4. Recruitment

- 4.1. The arrangements for advertising vacancies for non-teaching staff will mirror those for teaching staff (see Teaching Staff Pay Policy). Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade as determined through local job evaluation.

5. Pay Assessment and Pay Review

- 5.1. The Trust Board will also ensure an annual review of all support staff salaries by no later than 28 February.

6. Appointments

- 6.1. When advertising a non-teaching staff post, the Pay Body or delegated committee will identify the range of salaries the Pay Body is prepared to pay, subject to qualifications and experience.

The Pay Body will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of staff employed by the Pay Body.

- 6.2. Where the Headteacher or selection panel regards an applicant has relevant non-teaching experience which is **directly relevant** to the post being offered, then an appropriate salary will be offered within the advertised range. The Headteacher will provide a statement for the appropriate committee of the Pay Body detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Pay Body's salary structure.

7. Allowances etc.

7.1. Honoraria (Support Staff) What are they?

- 7.1.1. An honorarium is an allowance for support staff employees only. They exist to reward support staff employees for working over and above their roles, and/or in the circumstances at 7.1.2.

7.1.2. At OWN, an honorarium may be paid when:

- 7.1.2.1. an employee takes on extra responsibilities that are normally part of a job graded higher than their own whilst still working in their substantive role.
- 7.1.2.2. an employee undertakes additional work on a specific project whilst still working in their substantive role, but this project would be additional to the duties and responsibilities of the job.

7.1.3. How are they paid & how much are they?

- 7.1.3.1. Honoraria are paid to a relevant employee on a monthly basis.
- 7.1.3.2. The Headteacher of the Academy will need to work with central HR (CFO&TBM) and CEO to determine the amount of honoraria to be paid;
- 7.1.3.3. Honoraria should not be paid to staff acting up to a higher grade. Where staff are acting up they should be moved to the higher graded post (see acting up arrangements).

7.1.4. How Honoraria Payments may be used

- 7.1.4.1. Honoraria payments can be used as a temporary measure to maintain essential levels of service and also may be used for some duties that need to be covered as a result of the extended absences of another employee or a vacancy, particularly where the

duties of the vacant job are shared between other employees instead of asking one of them to act up into the whole post.

- 7.1.4.2. Honoraria payments cannot be used to cover the annual leave of another employee and employees need to have been in post for at least 4 working weeks before they can be paid.

7.1.5. How long can they last?

- 7.1.5.1. Honoraria may be used as a temporary measure e.g. to reward an employee for the time during which they have worked over and above their grade/role.
- 7.1.5.2. If they are to last longer than 3 working months, they should be reviewed by the headteacher, with reference to the central HR (CFO&TBM) and CEO, every 3 months to ensure that the allowance is still justified and affordable.
- 7.1.5.3. In certain circumstances, OWN may pay honorariums for up to a maximum of 12 months. In such circumstances a clear business case, authorised by the head of academy (CEO for central Office colleagues), will need to be submitted to the Finance & HR Committee, outlining the reasons why an honorarium payment is required for such an extended period.
- 7.1.5.4. In exceptional circumstances where there is a requirement for a honoraria payment to extend beyond 12 months, a further business case outlining the reason for the extension will be required, approved by the CFO, in consultation with the CEO. However, in these circumstances where there is a need to pay a honoraria payment for such an extended period of time it is recommended that OWN reviews the duties of the post holder and considers undertaking a job evaluation, to see if the extension of duties, is such that a re-grade is feasible, rather than continuing to pay an honorarium.
- 7.1.5.5. Honoraria should not be paid where the duties and responsibilities can reasonably form part of the appraisal objectives which could be set for the employee's substantive job.

7.1.6. How do they come to an end?

- 7.1.6.1. Honoraria are not transferable upon changing post. If an employee receives a regrade or takes on a new post within OWN, the employee will not automatically be entitled to the payment. It will be incumbent on the head of academy (CEO for head office staff), to review whether or not any of the circumstances at 7.1.2 still apply.

7.1.6.2. Honoraria payments will end on a fixed date, unless a business case for an extension has been submitted and agreed by the CFO, in consultation with the CEO. If an extension is turned down or a fixed end date has been agreed, the employee's pay reverts to the level at which they were previously paid (including any pay protection).

7.1.6.3. HR will ensure that an employee receives written confirmation of when their honorarium is coming to an end and/or whether or not a request for it to be extended has been successful.

7.2. Recruitment and Retention

7.2.1. a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a member of staff, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
- to recognise a member of staff's performance which exceeds the Trust's expectations and which is not recognised through accelerated salary progression.

7.2.2. The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the Trust structure and known staffing changes in the future and would normally be within the range £500 - £3,000.

7.2.3. The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of 2 years but will be subject to annual review, which may extend the period if appropriate.

7.2.4. Normally a recruitment or retention payment will be financial, but where appropriate, Trustees may consider other benefits e.g. relocation expenses, health care, sports membership, childcare provision etc.

7.3. Continuing Professional Development

7.3.1. The Trust Board, advised by the Headteacher, may consider in advance awarding additional payments to non-teaching staff in respect of continuing professional

development undertaken outside of the school day. The Trust Board will consider each case on an individual basis. Where approved additional payments will be calculated based on the member of staff's normal rate of pay.

8. Salary Sacrifice

- 8.1. The Trust Board has determined that it will not support any salary sacrifice schemes, but will protect those that are currently agreed with individuals during conversion.

9. Appeals

- 9.1. A member of staff may seek a review of any determination in relation to their pay or any decision taken by the Trust Board (or committee or individual acting with delegated authority) that affects the pay of the member of staff.

- 9.2. The Trust Board has agreed to consider appeals on the following grounds:

- 9.3. That the person or committee making the decision: -

- incorrectly applied any statutory provision;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the member of staff.

- 9.4. The procedure for considering appeals is set out in appendix 2 of this policy.

10. Conditions of Service

- 10.1. The pay and conditions of service for support staff employed in this Trust are in accordance with those agreed locally by Peterborough City Council and the Trust.

11. Pay scales

- 11.1. The pay scales adopted by the Trust Board for non-teaching staff employed in this Trust are those provided by the NJC (National Joint Council for Local Government Services) and can be obtained from the Chief Finance Officer.
- 11.2. The Trust Board has determined the grade and salary range for all support staff posts using the agreed job evaluation scheme.
- 11.3. As the Trust has adopted the Green Book terms and conditions, a pay uplift has been applied despite the fact that not all unions have agreed and some are in dispute.
- 11.4. The uplift that has been applied is as follows:
 - £1,925.00 uplift to all pay points in the NJC pay spine (Appendix 1) backdated to April 2022
 - 4.04% increase to allowances (Appendix 2).
 - The following changes are to be implemented with effect from 1 April 2023
 - permanent increase of one day holiday (pro rata for part time staff) to all staff, irrespective of length of service or current leave entitlement, regardless of following the NJC agreement or not
 - removal of Spinal Column Point (SCP) 1 from the pay scale
 - agreement for the NJC to enter into discussions on homeworking policies, mental health support and maternity etc leave.

12. Job Descriptions

- 12.1. All members of the non-teaching staff of the Trust will receive a copy of their job description which will be the basis of job evaluation for the post. Any significant changes to job descriptions may require a re-evaluation of the post.
- 12.2. Where the Trust Board, on the advice of the Headteacher, considers that the duties and responsibilities of an individual member of non-teaching staff have evolved to a higher (or lower) level, this will be considered as part of the annual review process and, if necessary result in the staffing structure and job description being amended and the salary of the post re-evaluated. The member of staff may also request a re-evaluation where they can demonstrate that a significant change to duties and responsibilities has occurred.

13. Starting salaries

- 13.1. The Trust Board will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the governors may also consider appointing above the minimum of the grade where previous experience and/ or qualifications or previous salary justify doing so, within the overall grade of the post.

14. Incremental Progression

- 14.1. Support staff will, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post. In exceptional circumstances, incremental progression may be withheld where the performance of the member of staff is poor and where recourse to the Trust Capability procedures or conduct record justifies such action.
- 14.2. Subject to the above, incremental progression, will take place on 1 April each year, except where a member of staff starts after 1 October in the previous year, in which case incremental progression will occur at the start of the month following completion of 6 months' service and then on 1 April in subsequent years.

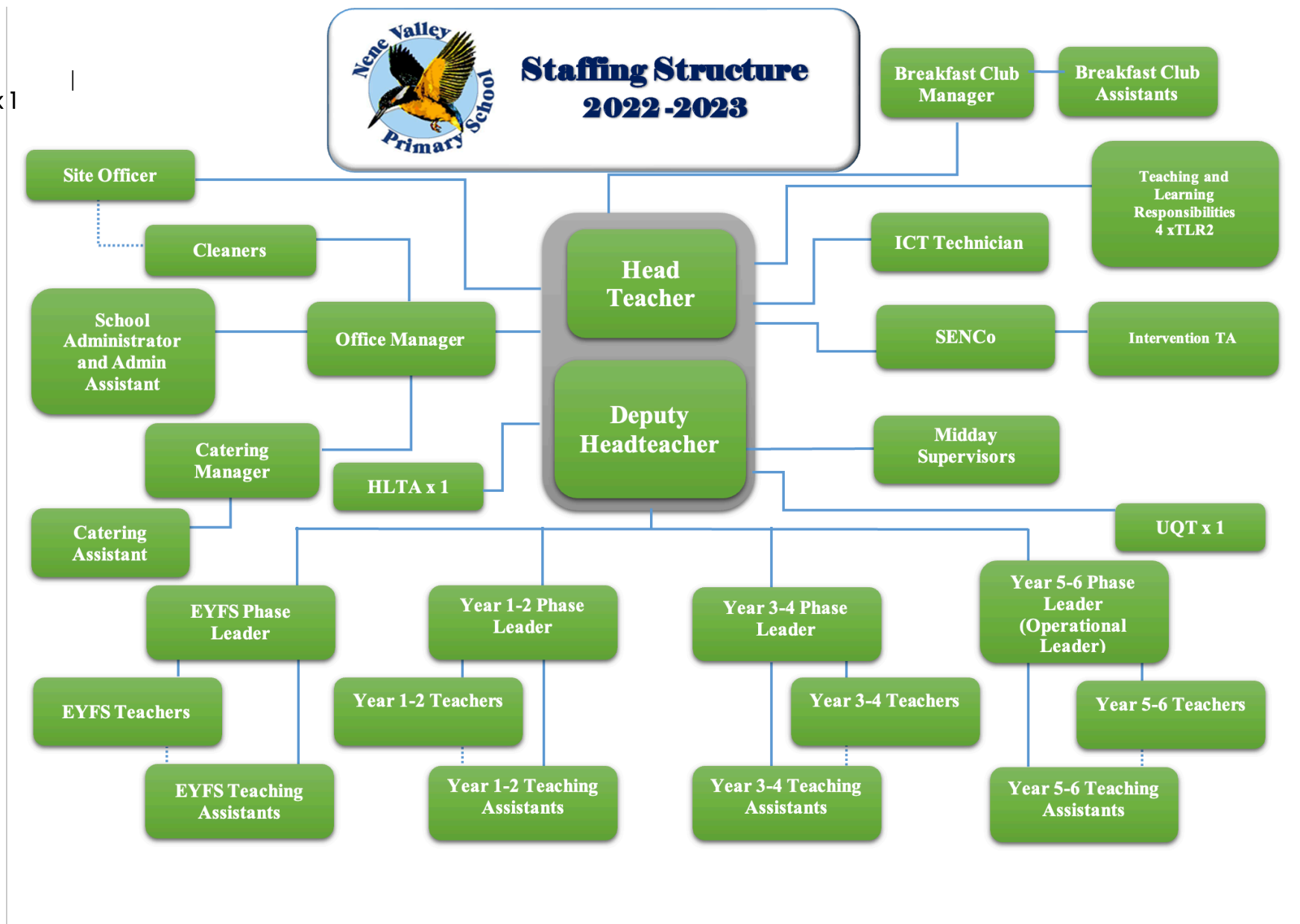
15. Acting up allowances / Additional responsibilities

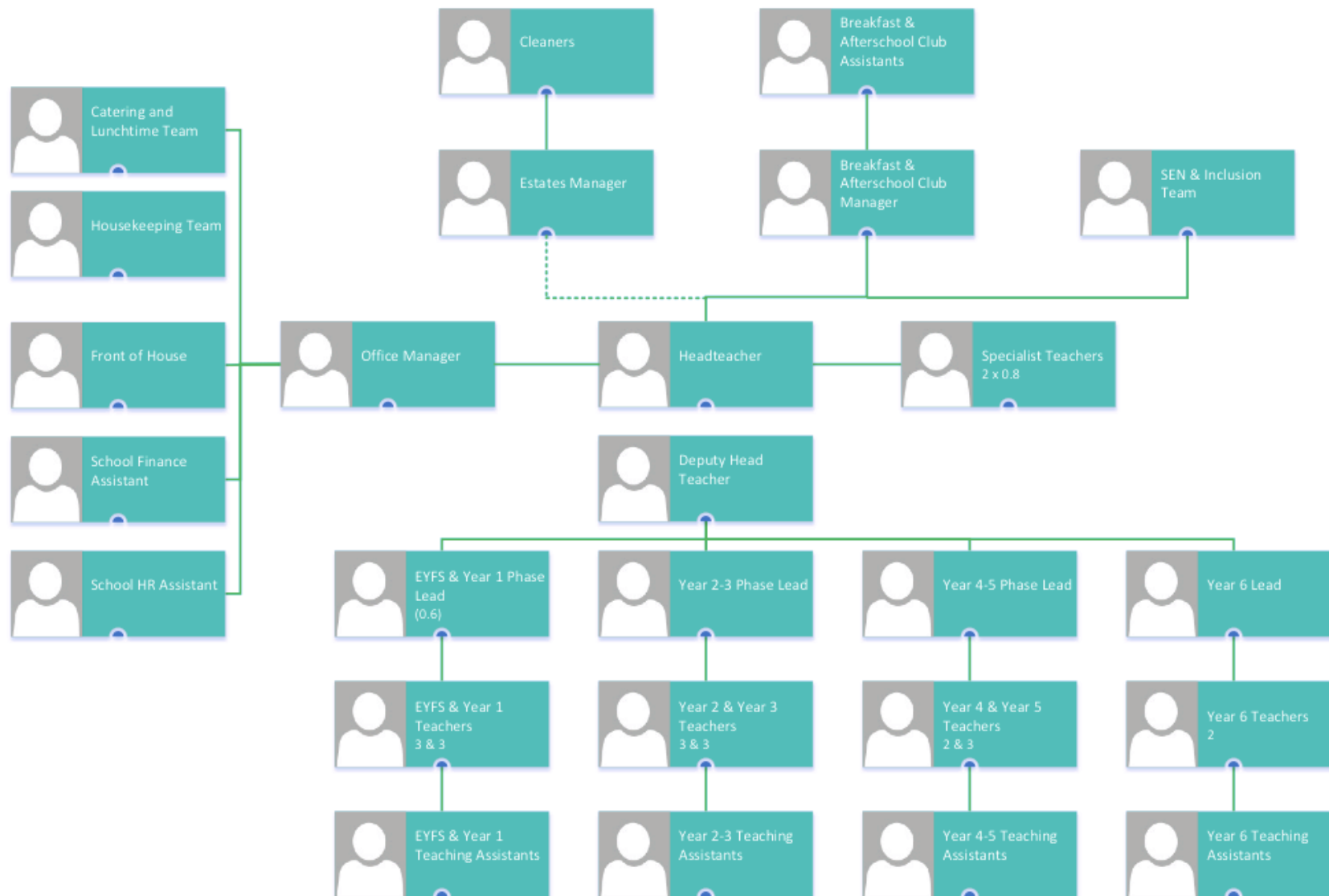
- 15.1. Where a member of staff covers the full range of duties of a higher graded post, for a period of half a term the Trust Board will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.
- 15.2. Where a member of staff is covering some, but not all of the duties of the higher graded post, the Trustees or delegated body will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances the Trust Board may wish to recognise this additional work through the award of an additional increment within the pay band
- 15.3. Where a member of staff is required to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the Headteacher may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed

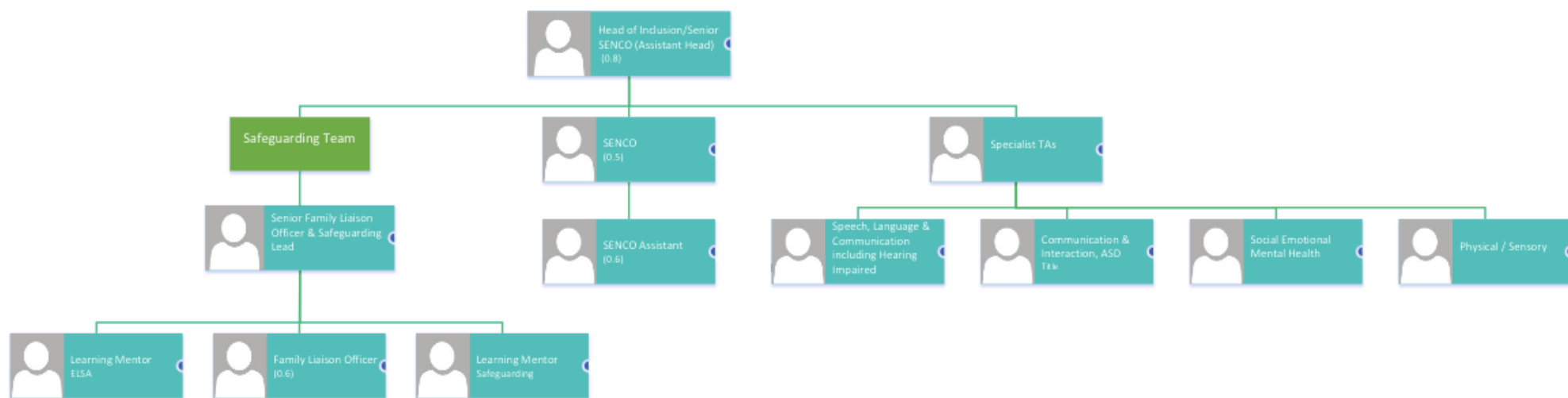
overtime rates where the weekly hours worked exceed the standard hours for a relevant full-time member of support staff.

16. Safeguarding

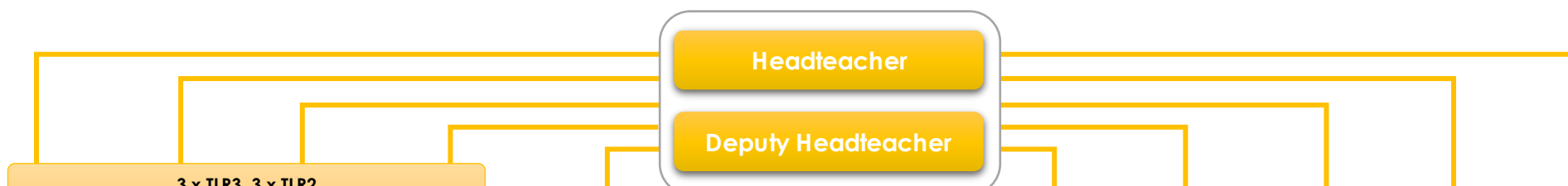
- 16.1. The arrangements for the safeguarding of salaries for support staff will be determined according to the circumstances of the case subject to a maximum of 1 year.







Orton Wistow Primary School – Staffing Structure 2022/23



Appendix 2

Pay Appeals Procedure

The Trust Board has adopted the following procedure to consider any pay appeals:

Stage 1 - Informal

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he / she should seek to resolve this by discussing the matter informally with the decision maker, in normal circumstances within 10 working days of the decision.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage 2 Appeal process.

Stage 2 - Formal

- 2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the person or committee who made the determination, in normal circumstances within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The person or committee who made the determination will arrange a hearing, in normal circumstances within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. In normal circumstances, any appeal must be submitted within 5 working days from receipt of written confirmation of the decision.
- 2.4 In normal circumstances, any further appeal will be heard by a panel of 3 governors who were not involved in the original determination. The appeal will normally be heard within 20 working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.

- 2.5 The decision of the appeal panel will be given in writing, in normal circumstances within 5 working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.
- 2.6 The decision of the panel will be final. There will be no further right of appeal.

Appendix 3

SCP	1 April 2021		1 April 2022	
	Per Annum (£)	Per Hour* (£)	Per Annum (£)	Per Hour* (£)
1	£18,333	£9.50	£20,258	£10.50
2	£18,516	£9.60	£20,441	£10.60
3	£18,887	£9.79	£20,812	£10.79
4	£19,264	£9.99	£21,189	£10.98
5	£19,650	£10.19	£21,575	£11.18
6	£20,043	£10.39	£21,968	£11.39
7	£20,444	£10.60	£22,369	£11.59
8	£20,852	£10.81	£22,777	£11.81
9	£21,269	£11.02	£23,194	£12.02
10	£21,695	£11.25	£23,620	£12.24
11	£22,129	£11.47	£24,054	£12.47
12	£22,571	£11.70	£24,496	£12.70
13	£23,023	£11.93	£24,948	£12.93
14	£23,484	£12.17	£25,409	£13.17
15	£23,953	£12.42	£25,878	£13.41
16	£24,432	£12.66	£26,357	£13.66
17	£24,920	£12.92	£26,845	£13.91
18	£25,419	£13.18	£27,344	£14.17
19	£25,927	£13.44	£27,852	£14.44
20	£26,446	£13.71	£28,371	£14.71
21	£26,975	£13.98	£28,900	£14.98
22	£27,514	£14.26	£29,439	£15.26
23	£28,226	£14.63	£30,151	£15.63
24	£29,174	£15.12	£31,099	£16.12
25	£30,095	£15.60	£32,020	£16.60
26	£30,984	£16.06	£32,909	£17.06
27	£31,895	£16.53	£33,820	£17.53
28	£32,798	£17.00	£34,723	£18.00
29	£33,486	£17.36	£35,411	£18.35
30	£34,373	£17.82	£36,298	£18.81
31	£35,336	£18.32	£37,261	£19.31
32	£36,371	£18.85	£38,296	£19.85
33	£37,568	£19.47	£39,493	£20.47
34	£38,553	£19.98	£40,478	£20.98
35	£39,571	£20.51	£41,496	£21.51
36	£40,578	£21.03	£42,503	£22.03

SCP	1 April 2021		1 April 2022	
	Per Annum (£)	Per Hour* (£)	Per Annum (£)	Per Hour* (£)
37	£41,591	£21.56	£43,516	£22.56
38	£42,614	£22.09	£44,539	£23.09
39	£43,570	£22.58	£45,495	£23.58
40	£44,624	£23.13	£46,549	£24.13
41	£45,648	£23.66	£47,573	£24.66
42	£46,662	£24.19	£48,587	£25.18
43	£47,665	£24.71	£49,590	£25.70