



Langley Park Learning Trust

Pay Policy for Support Staff at Langley Park Learning Trust

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Approval Body:	Trust Board
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Consulted on with recognised trade unions and staff March 2021

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1. Principles

- 1.1 Langley Park Learning Trust is committed to ensuring that support staff pay is fair and that all members of the support staff employed at The Trust are paid in accordance with support staff pay and conditions prescribed by the National Joint Council (NJC) for Local Government Services ('The Green Book'), except where a member of staff is subject to different national or local conditions of service. In this case, the relevant scheme(s) or contractual will apply.

The NJC agreement directly affects the terms and conditions for:

- Appointment and promotion
 - Salary
 - Sickness payments and maternity leave
- 1.2 Langley Park Learning Trust seeks to ensure that all staff are recognised and rewarded for the level of responsibility that they carry, and for the individual contribution that they make to the work of the Trust.
- 1.3 Pay decisions are made by the Headteacher in the schools and the CEO for centrally employed Trust staff through the application of this pay policy.
- 1.4 This policy will be adopted by the pay committees of the Trust schools following consultation with staff and the recognised trade unions. The school's pay committees have delegated authority on behalf of the Trust Board on pay matters, as defined in the Trust's Scheme of Delegation and in this policy.
- 1.5 The Trust board will annually review this policy.

2. Aims

- 2.1 The pay policy set out below is intended to:
- Demonstrate the Trust board's commitment to good employment practice by ensuring that all pay related decisions are taken in compliance with the current employment legislation.
 - Demonstrate that the Trust board intends to treat all staff fairly and responsibly.
- 2.2 The objective of the policy is to:
- Ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and school and Trust development plans.
 - Support the recruitment and retention of high-quality staff.
 - Recognise and reward staff for their contribution to the Trust's Vision and Values.
 - Ensure that pay decisions are made in a fair and transparent way.

3. Consultation

- 3.1 This policy will be reviewed annually or whenever significant changes in the National Joint Council (NJC) for Local Government Services ('The Green Book'), necessitate review.
- 3.2 The Trust reserves the right to institute new pay and grading arrangements for support staff as appropriate. Where this involves changes in staff terms and conditions the appropriate reorganisation and consultation processes will be followed.

4. Equal Opportunities

- 4.1 The Trust seeks to use this pay policy to promote equal opportunities within the Trust, both in terms of applying to staff and providing an equal and wide curriculum with enriched learning opportunities. The Trust will ensure that staff will not be discriminated against in matters related to gender, sexual orientation, age, race, disability, or religion. The Trust intends to make fair and consistent pay decisions having due regard to professional advice and good employment practice.
- 4.2 The Trust will also try to provide appropriate support for all staff. All members of support staff will have the opportunity to have their training and development needs reviewed regularly under the Trust's appraisal arrangements.
- 4.3 The Trust will observe the Equality Act and relevant employment law provisions, notably the laws relating to age, gender, race, and disability discrimination and health and safety requirements.

5. Other Trust HR Procedures

- 5.1 The Trust's pay policy will be considered alongside other Trust HR procedures where there is a direct link between them. Procedures in this category are set out below.

- 5.2 **Grievance:**

If a member of staff has a grievance or complaint about their salary; or asks for a review of any decision regarding their pay; they must follow the Trust's pay appeals procedure (see paragraph 10).

- 5.3 **Staff Capability:**

An annual service point (point increase within the range associated with the position/post) will only be withheld if the employee concerned had been subject to formal capability action during the academic year preceding the award and the action is ongoing at the expected date of award. However, the service point may be reinstated retrospectively if the formal capability process is discontinued or if the employee makes sufficient progress to reach a satisfactory level of performance.

- 5.4 The employee concerned should be formally notified as soon as possible of the possibility of losing their subsequent service point. The employee should be offered appropriate support and/or training to help them to improve their performance within the context of the capability procedure.

5.5 Recruitment and Selection:

When advertising permanent posts, the Trust, including the schools in the Trust, will provide job applicants with appropriate salary and remuneration details as set out in this policy and will seek to reflect the Trust's values and ethos in all advertising and recruitment material.

- All posts will be advertised on the appropriate Local Government services pay grades. The grade used for a specific appointment will, in general, be determined by the Headteacher (the CEO for central Trust roles) having regard to relevant qualifications and/or experience.
- Newly appointed employees will usually be appointed at the minimum scale point of the range advertised unless otherwise approved prior to an offer of employment being accepted.
- However, the Trust may, in exceptional circumstances, exercise choice over the particular grade to be used in light of the needs of the school (Trust in the case of central roles)
- All new appointments will be subject to the Trust's probationary requirements set out in full in the Langley Park Learning Trust's Probationary procedure.

6. Job Description

6.1 The Trust's policy on job descriptions is as follows:

- All staff will receive a job description. The task of drafting and finalising job descriptions is delegated to the Headteacher (the CEO for centrally employed Trust staff).
- Job descriptions will identify key areas of responsibility and will, where appropriate, contain tasks consistent with the School (or Trust) Development Plan. Staff job descriptions will clearly state management responsibilities attached to the post and any associated allowances.
- Appropriate differentials will be created and maintained between posts recognising accountability, job weight, and the need to recruit, retain, and motivate sufficient employees of the required quality at all levels.
- Where there is a clear and substantial change in duties, a member of staff may request a review of their existing job description. Any such request will be considered first by the Headteacher (the CEO for centrally employed Trust staff) should the member of staff request it.

7. Pay Reviews

7.1 At Langley Park Learning Trust we are committed to ensuring that every member of the support staff's salary is reviewed every year with effect from 1st April and no later than 31st May where support staff are eligible for an annual increase within the range associated with their position/post and in line with agreed national pay awards. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that may lead to a change in the basis for calculating an individual's pay.

7.2 If a new employee has less than 6 months' service by 1st April, then the first increment will be implemented at the next annual pay review date. For example, if a member of staff is

appointed to Point 11 in December 2020, progression to Point 12 will not be applicable until April 2022

- 7.3 The Trust reserves the right to institute new pay and grading arrangements for support staff as appropriate. Where this involves changes in staff terms and conditions the appropriate reorganisation and consultation processes will be followed.

8. Support Staff Appraisals

- 8.1 Support Staff appraisals will take place annually and the process is set out in full in the Langley Park Learning Trust's Appraisal Policy for Support Staff.

9. Additional Responsibilities

- 9.1 If at any time the Headteacher (the CEO for centrally employed Trust staff), in consultation with the Chair of Governors (the Chair of Trustees for centrally employed Trust staff), considers that a member of the associate staff is being asked to undertake, or has undertaken, substantial increased responsibility on a permanent basis, the Headteacher (the CEO for centrally employed Trust staff) shall refer to the job description of the post and evaluate the new responsibilities.
- 9.2 If the evaluation provides for a higher salary, that salary shall be paid to the post holder from a date determined by the Headteacher (the CEO for centrally employed Trust staff).
- 9.3 In the case of a temporary increase in responsibility, the Headteacher (the CEO for centrally employed Trust staff) will also determine the date at which the increased salary will cease.
- 9.4 The Governing Body (the Trust board for centrally employed Trust staff) retains the discretion to award staff honoraria or additional payments if affordable within the school or central team's budget. Any honoraria should be in recognition of exceptional circumstances and should be restricted to no more than £500 per staff member in any academic year.

10. Pay Appeals Procedure

- 10.1 The arrangements for considering appeals are as follows:
- 10.2 A member of staff may seek a review of any determination in relation to their pay or any other decision taken by an individual acting with delegated authority that affects their pay.
- 10.3 The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination;

That the person or committee by whom the decision was made:

- (a) incorrectly applied any provision of the Support Staff Pay Policy
- (b) failed to have proper regard for statutory guidance;
- (c) failed to take proper account of relevant evidence;
- (d) took account of irrelevant or inaccurate evidence;

(e) was biased; or

(f) otherwise unlawfully discriminated against the member of staff.

10.4 The order of proceedings is as follows;

1. The member of staff receives written confirmation of their pay.

2. If the member of staff is not satisfied, they should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.

3. Where this is not possible, or where the member of staff continues to be dissatisfied, they may follow a formal appeal process.

4. The member of staff should set down in writing the grounds for questioning the pay decision 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.

10.5 For any formal hearing or appeal the member of staff is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable. The formal meeting must allow both parties to explain their cases.

10.6 The person who made the determination should provide a hearing within ten working days of receipt of the written appeal, to consider the appeal and give the member of staff an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.

10.7 Any appeal should be heard by a panel of three Governors (three Trustees for centrally employed Trust staff) who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The member of staff will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

11. Sick Pay

11.1 An Employee's entitlement to receive sick pay will depend upon their length of continuous service.

11.2 During 1st year of service: 1 month's full pay and (after completing 4 months' service), 2 months half pay

11.3 During 2nd year of service: 2 months full pay and 2 months half pay

11.4 During 3rd year of service: 4 months full pay and 4 months half pay

11.5 During 4th and 5th year of service: 5 months full pay and 5 months half pay

11.6 After 5 years of service: 6 months full pay and 6 months half pay

- 11.7 The school (the Trust for centrally employed Trust staff) has the discretion to extend the period of sick pay in exceptional cases.
- 11.8 The period during which sick pay shall be paid and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.
- 11.9 In the case of full pay periods, sick pay will be an amount which when added to Statutory Sick Pay and Incapacity Benefit receivable will secure the equivalent of normal pay.
- 11.10 In the case of half pay periods sick pay will be an amount equal to half normal earnings plus an amount equivalent to Statutory Sick Pay and Incapacity Benefit receivable, so long as the total sum does not exceed normal pay.
- 11.11 Normal pay includes all earnings that would be paid during a period of normal working.

12. Pensions

- 12.1 All regular salary payments and additional allowances and payments to staff within this policy, with the exception of such payments as specified in the LGPS Exclusions List, are pensionable. Staff will be auto-enrolled to the Local Government Pension scheme on joining The Trust. Any staff who have previously opted out will be auto – enrolled on each 3 year anniversary of the school's staging date.
- 12.2 The Trust will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement.

13. Over/Underpayments

- 13.1 Every effort will be made to make accurate salary and other payments on the due date. However, should an overpayment or underpayment occur the Trust will seek to recover/refund the amount, limited to 4 years of overpayment (except in cases of wilful misrepresentation or omission by the employee). Employees are expected to draw to the attention of the Head Teacher (the CEO for centrally employed Trust staff) any overpayment or underpayment as soon as possible.
- 13.2 In the case of overpayments, the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the school will determine a recovery schedule, usually through deductions not exceeding 5% of the monthly gross pay. Recovery of overpayments/refund of underpayments will be pursued in the case of former employees.

14. Monitoring

- 14.1 The Trust board will monitor the outcome and impact of this policy annually in order to assess its effect and continued compliance with equalities legislation.