



## Executive & Support Staff Pay Policy

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<b>Version</b>	<b>Date</b>	<b>Author/Reviewer</b>	<b>Substantive changes since the previous version</b>
DRAFT V0.1	May 23		1 Updated policy for ONE Academy Trust. Merges the previous WAT & Believe policies. Aligns with the ONE Teachers Pay Policy
DRAFT v0.2	June 23	GB/JH	Clarifications incorporated
DRAFT v0.3	Sept 23	DD/GB/JH/JC	Reformatted
DRAFT v0.4	Oct 23	DD/GB/JH/JC	Minor amendments to clarify pay review arrangements for consistency with adjustments to the Teachers Pay Policy
DRAFT v0.5	Nov 23	DD/GB/JH/JC	Support staff approved pay scales added
DRAFT v0.6	April -July 24	DD/GB/JH/JC	Amended for consistency with Teacher's Pay Policy & Appraisal Policy updates.

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## **1. Introduction**

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- 1.1 The Executive and Support Staff Pay Policy sets out the ONE Academy Trust's policy on pay and conditions for executive team staff (Including the CEO) and non-teaching employees.
- 1.2 ONE Academy Trust is committed to making decisions on pay 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 staff employed in the trust, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 As set out in the Scheme of Delegation for ONE Academy Trust, the trustees (as the legal employer) retain powers to set human resources policies and procedures, developing appropriate terms and conditions of service across the trust, including staff appraisal and capability policy and pay policy. The Executive and Support Staff Pay Policy will be reviewed annually and any material changes will be consulted on with staff and the recognised trade unions.
- 1.4 The Board of Trustees 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, and 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.
- 1.5 Where an employee has transferred into the trust and has enhanced terms that are subject to TUPE then the enhanced terms will apply in accordance with TUPE regulations.
- 1.6 This policy is based on a whole-trust approach to pay issues. All eligible pay progression will be budgeted for and the budget will have no bearing on pay progression decisions that are taken in accordance with the national pay agreements. The trust/school staffing structures will support the trust/school improvement plans. The Board of Trustees will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach to pay decisions.
- 1.7 This policy has been approved following consultation with staff and the recognised trade unions.
- 1.8 It is recognised that different approaches may be required between groups of employees reflecting factors such as difficulties in recruiting and retaining key skills.
- 1.9 This policy reflects legislation at the time when it was last reviewed. Any changes in legislation will take precedence over anything printed in the policy.
- 1.10 This policy complies with our funding agreement and articles of association.
- 1.11 This policy does not form part of any employee's contract of employment and ONE Academy Trust may amend it at any time.
- 1.12 This policy links to the following documents and trust policies:
  - Staff appraisal and capability procedures
  - Staff code of conduct
  - Staff grievance procedures
  - Equality and Diversity policies and procedures
  - Teachers' Pay Policy

## **Equality and Diversity**

- 1.13 The trust is committed to developing, maintaining and supporting a culture of equality and diversity in employment. The impact of the procedure will be monitored in accordance with the

Equality Act 2010. If employees need assistance or adjustments to understand and comply with this procedure and/or attend meetings, they should contact their line manager.

## **Definitions**

- 1.15 Throughout this policy, reference to working days refers to school days (Monday to Friday during school term time and excluding bank holidays).

## **2. Aims and scope of the policy**

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- 2.1 This pay policy covers all executive and support staff.
- 2.2 Some staff within the trust may have different terms and conditions as a result of TUPE (see Section 6 below). This will be set out in the individual's terms and conditions of employment.
- 2.3 In adopting this pay policy, the aims are to:
- Maintain and improve the quality of teaching and learning across the trust;
  - Support the development plans of each school within the trust;
  - Ensure that all employees are valued and appropriately rewarded for their work contribution in each school within ONE Academy Trust;
  - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
  - 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

## **3. Roles and responsibilities**

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### **The headteacher**

- 3.1 The headteacher has delegated responsibility for the following:
- Setting objectives for school staff and carrying out performance development reviews as required (as relevant to role).
  - Ensuring effective appraisal/supervision arrangements are in place in accordance with the appraisal policy.
  - Approving salary assessments for all school support staff (where pay progression is applicable to a contract).
  - Overseeing temporary and supply staff appointments.
  - Reviewing, drafting and finalising job descriptions for all staff.
  - Ensuring that staff are informed about pay decisions (as appropriate to role) and records are kept of recommendations and decisions made.

### **Board of Trustees**

- 3.2 The Board of Trustees is responsible for.
- ensuring that all employees are consulted with and given clear access to copies of the pay policies
  - approving the pay policies
  - overseeing processes to ensure that they are open, transparent and fair. It will ensure that all decisions taken in respect of pay are objectively justified.
  - seeking to ensure there is pay relativity between jobs within the school/trust

- ensuring there are clear procedures, structures and delegations of authority to appropriate committees/individuals to administer the pay policy on its behalf and to deal with appeals against pay decisions
- approving the school budget and ensuring that appropriate funding is allocated for performance pay at all levels.
- ensuring job descriptions are reviewed regularly
- considering recommendations from the headteacher and CEO on matters relating to pay and grading where they are beyond approved delegations
- treating information about individual members of staff (including earnings) as confidential
- exercising its responsibilities in accordance with the trust's financial and improvement plans

#### **4. Job descriptions**

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- 4.1 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 point/pay range.
- 4.2 Where there are any significant changes to the duties and responsibilities of a post, the job description will be reviewed and amended in consultation with the member of staff to reflect the changes to the role and will be subject to appropriate (re)evaluation processes. Where there is a significant change in the duties and responsibilities of a vacant post, a new job description will be created and will be subject to the appropriate evaluation process, before the commencement of a recruitment process.
- 4.3 Where the staffing structure of the trust/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 and to seek to agree the changes before new job descriptions are issued.

#### **5. Pay structure and payscales**

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##### **Support Staff**

- 5.1 For support staff, ONE Academy Trust follows the National Joint Council for Local Government Services National Agreement for pay and conditions of service (the Green Book) (except where TUPE applies).
- 5.2 The trust follows the NJC job evaluation scheme for support staff.
- 5.3 The pay scales for support staff are set out at Appendix 2 and Appendix 3.
- 5.4 For schools in the Derbyshire County Council local authority area, existing employees will be paid on the DCC pay scale structure (see Appendix 2). This applies to the following schools:
- Sawley Infant & Nursery School
  - Sawley Junior School
  - Shardlow Primary School
  - Dovedale Primary School.
  - ONE Academy Trust (centrally based support staff – previously Willows Academy Trust employees)
- 5.5 For schools in the Nottingham, Nottinghamshire and Derby City area, existing employees will be paid on the National Pay Agreement scale points as adopted by ONE Academy Trust (previously Believe Academy Trust) (see Appendix 3). This applies to the following:
- Derwent Primary School
  - Arnbrook Primary School
  - Abbey Primary School

- Southwark Primary School
- ONE Academy Trust (centrally based support staff – previously Believe Academy Trust employees)

## **6. Senior management pay structure (executive leaders)**

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- 6.1 The trustees are aware of the need to implement a robust and transparent process when setting and reviewing the pay of executive leaders.
- 6.2 Leadership pay scales, including a progression range, are set by the Board of Trustees as judged to be appropriate to the role and in line with the paired comparison evaluation method detailed in this policy. The pay scale and progression range are set out in the agreed terms and conditions for the post.
- 6.3 The trustees reserve the right to make decisions on pay based on a range of relevant factors in accordance with the principles of transparent decision-making and fair and equitable pay as set out in the introduction to this policy.
- 6.4 All remuneration decisions will be documented with the justification for the decision.
- 6.5 Remuneration for all executive team posts (with the exception of the CEO) is determined by the CEO within the applicable pay scales. Remuneration for the CEO is determined by the Board of Trustees and delegated to the committee of the trust board formed for the purpose.
- 6.6 Where the role and responsibilities of trust executive leaders are judged to be broadly comparable to the Leadership Scale within the STPCD, this pay scale is used to calculate the pay scale of executive leaders.
- 6.7 Where the role and responsibilities of trust executive leaders is judged to be broadly comparable to posts paid in line with the National Agreement for pay and conditions of service (the Green Book), the National Joint Council for Local Government Services (NJC) job evaluation scheme, will be used to calculate the pay scale of support staff.
- 6.8 A paired comparison method will be used to evaluate posts against similar leadership posts in the trust. The terms and conditions of employment for trust executive leaders (non-teaching posts) will follow the 'green book'. The CEO, vice CEO and the Director of Quality of Education are paid on an appropriate scale aligned to the School Teachers Pay & Conditions Document and the terms and conditions of the 'burgundy book'.
- 6.9 Pay determinations will also take into consideration other relevant factors such as recruitment, retention and the marketplace.
- 6.10 As a growing multi-academy trust, the trustees are aware that the demands of the executive leader's roles may vary considerably, depending upon the growth of the trust. To acknowledge a transitional period and the extra demands that this may place on executive leaders, the pay progression of the CEO and other executive leaders may be increased in excess of the normal pay increment within the payscale. This is to ensure that their remuneration is commensurate with the seniority, challenge and responsibility of their respective roles. Such increases will be awarded at the sole discretion of the board of trustees by reference to the objectives of the executive leader and consideration of the circumstances of the trust.
- 6.11 The Board of Trustees may delegate some of its functions to sub-committees, as it determines necessary. Membership of a remuneration committee should be decided in line with the board of trustee's skills audit to ensure that members have the skill, knowledge and experience to undertake all aspects of the committee's delegated responsibilities.

## **Reviewing and agreeing the performance management objectives of executive leaders**

- 6.12 The performance management of the CEO and other executive trust leaders should be undertaken in line with the trust's Appraisal and Capability policy.

## **7. Non-standard terms and conditions**

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- 7.1 Staff transferring into the trust under The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) arrangements, have the right to retain their existing terms and conditions. After one year, an employer can renegotiate terms and conditions in collective agreements if overall it does not make employees' terms and conditions less favourable, and in consultation with the recognised trade unions.

## **8. Employees on fixed-term or temporary contracts**

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- 8.1 The trust will not treat employees on fixed-term or temporary contracts less favourably than employees on a permanent contract.

## **9. Basic pay determination on appointment (starting pay)**

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- 9.1 An appointment is usually to a particular grade within the relevant support staff pay scale.
- 9.2 The headteacher, in conjunction with the CFO, will determine the pay range for a vacancy for a school staff member from the range of national bands, as appropriate for the post, before advertising the post.
- 9.3 In making such determinations, the following factors may be considered:
- The nature of the post
  - The level of qualifications, and experience required
  - Market conditions
  - The wider school/trust context
- 9.4 Employees, when appointed to posts within the trust which have an incremental scale, will normally be appointed at the minimum point of the pay grade range for that post.
- 9.5 In certain circumstances, it may be appropriate to appoint to a higher point within the pay grade range. This decision should be made jointly by the headteacher and the CFO (school staff) or the CEO/Board of Trustees (advised by the CFO) for executive team staff and should be objectively justifiable and have regard to the pay of existing employees within the service area. See the National Agreement on Pay and Conditions of Service for further information.
- 9.6 All posts will be advertised internally or externally, locally or nationally as appropriate. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post. Where the post is on a temporary basis, the advertisement will specify the reason for and the likely duration of the post.
- 9.7 The trust will ensure that in all cases, an applicant is paid at the appropriate grade for the post.

## **Probation period**

- 9.8 Posts in ONE Academy Trust that are subject to a probation period will be notified in the recruitment paperwork, the offer letter and the contract. The probation period will be managed as set out in the probation policy.



## **10. Part-time staff**

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- 10.1 Staff employed on an ongoing basis within the trust but who work less than a full working week are deemed to be part-time. The trust will pay part-time staff on a pro-rata scale in conjunction with national pay bands

## **11. Recruitment and retention incentives and benefits**

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- 11.1 The trust recognises that at times it may be difficult to recruit new employees or retain existing staff in key posts. To ensure the trust attracts and maintains a skilled and experienced workforce, supplements may be paid in addition to the post grade or additional increments may be applied within a pay range. These must be approved by the CFO. If the supplements fall outside the normal or pre-approved pay range for a post, the Board of Trustees must approve additional pay or benefits. Values must be in line with local market rates and will also be dependent on the current circumstances.
- 11.2 The CEO, executive leaders under the STCPD, headteachers or those from the senior leadership group under the STPCD will **not** be entitled to separate recruitment and retention payments. Remuneration in respect of any recruitment and retention payment will be reflected in the starting pay and pay range for the post in accordance with the STPCD.

## **12. Pay assessment and pay reviews**

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- 12.1 National pay rises are separate to pay progression and increases are applied to all points within all pay ranges and allowances.
- 12.2 The Board of Trustees will ensure that executive and support staff salaries are reviewed annually in accordance with the national pay agreements and national pay awards will be backdated with effect from either 1<sup>st</sup> April (staff under the local government and support staff national pay agreement) or 1st September (executive staff under the teachers' pay agreement).

## **13. Pay progression**

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### Incremental pay increases

- 13.1 Where applicable to a post, incremental pay increases will be applied within a pay grade.
- 13.2 Executive Leaders paid on the Teachers Pay Scale will be eligible for performance-related incremental progression in line with that outlined for the leadership group in the Teachers' Pay Policy.
- 13.3 Executive Leaders paid on other pay scales will be eligible for performance-related incremental progression in line with the appropriate pay scale.
- 13.4 Decisions on annual pay progression for executive leaders will be backdated to the start of the academic year (1 September).
- 13.5 Annual incremental pay progression for Support Staff who are eligible for an annual incremental pay increase will be applied either:
- 13.6 1 April each year subject to a minimum of six months service (ex-Believe Academy Trust schools and new employees or staff who are re-graded). Where staff have less than 6 months service in the grade, the pay increase is applied 6 months after the start date and annually on 1 April thereafter until the top of the grade is reached.
- 13.7 Annually on the anniversary of the appointment after 12 months service in the grade and every 12 months thereafter until the top of the grade is reached (ex-Willows Academy Trust schools).

- 13.8 For school support staff eligible for pay progression, the Board of Trustees has delegated responsibility to the headteacher in each school for pay decisions for employees moving within a salary band or a pre-determined salary scale. This includes a decision not to award a pay progression due to performance issues.
- 13.9 For executive leaders, the Board of Trustees has delegated responsibility to the Chief Executive Officer or a designated member of the Executive Team (of a higher grade than the employee and with line management responsibility) for pay decisions for employees moving within a salary band or a pre-determined salary scale. This includes a decision not to award a pay progression due to performance issues.
- 13.10 For the CEO, the Board of Trustees has delegated responsibility to a committee formed for the purpose for pay decisions within the pre-determined salary band.
- 13.11 Pay decisions may be subject to quality assurance checks by the trust's HR Manager, the CEO and/or the Trust Board
- 13.12 Pay decisions, where it is recommended that an employee moves out of their agreed contractual salary bands and normal pay progression route, will be made by a committee of the Board of Trustees in consultation with the CEO, CFO and trust's HR manager as appropriate and avoiding conflict of interest. The information supplied to the committee will refer to pay points, not to actual salaries (as these are subject to change in value). The committee will determine the remuneration of the member of staff as soon as possible and within 20 working days. The member of staff will be notified in writing of that determination as soon as possible
- 13.13 When a member of staff returns to work from maternity, parental or adoption leave, the school must give them any pay increase that they would have received, following appraisal, had they not been on leave. In those circumstances, schools should ensure that the absent member of staff receives fair treatment while ensuring the integrity and robustness of the school's appraisal process for all employees. When considering these options, schools should seek to ensure that they minimise bureaucracy for all involved. Schools should consider conducting appraisals prior to individuals departing on the leave, even if this is early in the appraisal year, and basing any appraisal and pay determination on the evidence of performance to date in that appraisal year. Account could also be taken of performance in previous appraisal periods if there is very little to go on in the current year.

## **14. Pay review and appeals procedure**

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### **Stage 1 – Informal discussion with the appraiser or headteacher prior to confirmation of pay recommendation**

- 14.1 An employee who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser/appraisal committee before the recommendation is actioned and confirmation of the pay decision is made by the trust/school.

### **Stage 2 – A formal representation to the person/committee making the pay determination**

- 14.2 If, having had an informal discussion with the person/committee making the pay recommendation, the employee believes that an incorrect recommendation has been made, they may make written representation to the person/committee making the decision. The employee should submit a formal written statement to the person/committee making the determination within 5 working days of being given the written statement of the assessment setting down in writing the grounds for their disagreement with the pay recommendation.

- 14.3 The employee is given the opportunity to make representations, including presenting evidence, and calling witnesses, and the opportunity to ask questions at a formal meeting with the person/committee who will make the pay determination.
- 14.4 The employee may be accompanied at that meeting by a workplace colleague or representative of their trade union and the person/committee making the pay decision may also have an adviser present to advise them.
- 14.5 Following this meeting the person/committee making the pay decision will make a pay determination that will be communicated to the employee in writing.

### **Stage 3 – A formal appeal hearing with an appeal panel**

- 14.6 If an employee decides to appeal against the decision after it has been reviewed as set out above then the employee shall, within 5 working days of receipt of the reviewed determination, notify the trust's HR manager in writing of the appeal and the grounds for appealing the decision.
- 14.7 Employees have the right to raise formal appeals against pay determinations if, for example, they believe that the person (or committee) by whom the decision was made:
  - has incorrectly applied any provision of the pay and/or appraisal policy;
  - has incorrectly applied any provision of the STPCD (where this applies)
  - 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; or
  - unlawfully discriminated against the employee.
- 14.8 The HR manager in conjunction with the trust's governance coordinator will arrange a meeting of an appeals committee, normally within 15 working days of the receipt of the written notice of appeal and, where possible, giving at least 10 working days' notice. The employee will be entitled to make representations in person to the pay appeals committee regarding the reasons for the appeal.
- 14.9 Members of the appeal panel will be drawn from senior leaders, governors and/or trustees. No member of the pay review appeals committee will have been involved at a previous stage in the pay decision process. No governor or trustee who is also employed at the trust may be a member of the pay review appeals committee.
- 14.10 If the appellant wishes to submit any written evidence as part of their appeal they must do so at least 5 working days prior to the appeal hearing.
- 14.11 The appellant may be accompanied at that meeting by a workplace colleague or representative of their trade union and the committee may also have an adviser present to advise the committee.
- 14.12 In the appeal hearing, both the employee and the person making the pay decision will have the opportunity to present their case.
- 14.13 The Appeals Committee should seek HR advice from the internal HR manager and HR support may also be provided by the external provider. HR advice will be available if needed during any formal hearings or as soon afterward as is reasonably practicable and before any decision is confirmed.
- 14.14 Having heard the appeal, the panel must reach a decision, which it must relay to the employee in writing, including their rationale for reaching the decision, as soon as possible and usually within 5 working days of the hearing.

- 14.15 The appeal panel's decision is final. The appeals process fulfils the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure.
- 14.16 Pay appeals should be formally clerked and a note of proceedings should be produced. The Appeal Panel will ensure that decisions are minuted and auditable.

## **15. Job evaluation (support staff)**

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- 15.1 All employees should have an up-to-date job description. If any member of the support staff wishes to appeal against their salary level, they may ask for an evaluation of the job description of the post to be undertaken.
- 15.2 ONE Academy Trust follows the NJC Job Evaluation Scheme for support staff and uses a paired comparison method to measure senior non-teaching and teaching jobs of a similar size and comparability.
- 15.3 ONE Academy Trust operates a paired comparison method to measure senior non-teaching and teaching jobs of a similar size and comparability. All leadership roles will be paid via the leadership pay scale. Although traditionally a teaching pay scale, our view is that adopting this as the basis for calculating the salary of certain roles will ensure consistency of pay across the trust. The trust's ultimate aim is to reward staff fairly and consistently regardless of gender, age or any other protected characteristic.
- 15.4 Job evaluations will only be completed if there is evidence of a significant change in the role or level of responsibility. A revised job description will be required with all changes agreed with the relevant line manager. Requests to have a job description evaluated should be directed to the HR manager.

## **16. Temporary payments (additional responsibilities/payments for service provision)**

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- 16.1 Where a member of staff covered by this policy is required to undertake additional responsibilities on a temporary basis, the mechanisms which will be used to meet this situation will be one of the following:
- (a) Where a member of staff is required to "act up" in a higher graded post for a period in excess of four weeks, the employee will temporarily be paid at the minimum point on the new grade, as determined by the Job Evaluation Scheme, for that post.
  - (b) A one-off honorarium payment may be made where a previously agreed 'one-off project' and/or additional duties/responsibilities, often at a higher grade, are undertaken to meet a particular requirement. The trustees may consider a discretionary payment not exceeding 25% of the member of staff's salary. Trustees will consider the rationale for the discretionary payment against the existing pay scale range. In circumstances where more than one member of staff is to receive a discretionary payment, a consistent approach will be applied in all circumstances to ensure equity in the decision-making process. Trustees may consider the difference, or a proportion of the difference, between the current scale point and the next point.
  - (c) Planned overtime may be authorised, subject to the prior approval of the headteacher (school staff) or CEO (executive team staff), to meet short-term and excessive workloads where it is essential that the task needs to be undertaken within a defined timescale.
- 16.2 'Acting-up' payments, honoraria or planned overtime payments will only be applied on the basis that additional duties and responsibilities are undertaken.

- 16.3 Temporary payments will be included in salary payments and subject to tax and national insurance. Temporary payments will be included as income for pension purposes.
- 16.4 Please see the Teachers' Pay Policy for arrangements for teachers, headteachers and executive staff (including the CEO) paid in accordance with the STCPD.

## **17. Salary protection**

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- 17.1 Where an employee accepts a post on a lower grade as result of a restructuring or change in the workforce, personal salary protection will apply in accordance with the NJC National Agreement on Pay and Conditions of Service. Salary protection is payable for a maximum of three years or earlier if:
- The employee is awarded an increased salary that equals or exceeds the value of the safeguarded salary;
  - A safeguarded sum is paid in respect of an allowance or a post for a fixed term period. The safeguarded sum will cease on the expiry of the fixed period of the allowance or the expiry of the fixed-term contract.
  - The employee voluntarily applies for and is successful in gaining an alternative post.
- 17.2 Pay protection will not apply in cases where an employee is redeployed to a lower graded post due to performance, capability or conduct (as a result of formal disciplinary action being taken).
- 17.3 Pay protection will not apply to the payment of honorariums.
- 17.4 When the pay protection period ends, the employee will be placed on the highest spinal column point within their new grade.
- 17.5 Incremental increases will not be awarded during the pay protection period. When an annual (cost of living) pay award is implemented the pay protection amount the employee receives will be adjusted to ensure the pay does not exceed the level set at the start of the pay protection period.

## **18. Salary sacrifice arrangements**

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- 18.1 For the purposes of this policy, the term "salary sacrifice arrangement" means any arrangement under which a member of staff gives up the right to receive part of their gross salary in return for the employer's agreement to provide a benefit-in-kind under any of the following or similar schemes:
- a. a childcare voucher (scheme closed to new entrants) or other childcare benefit scheme;
  - b. a cycle or cyclist's safety equipment scheme;
  - c. any scheme advertised by the trust as one compatible with salary sacrifice arrangements;
- 18.2 All benefits-in-kind are applied in-line with HMRC regulations.
- 18.3 Where an employee engages in a salary sacrifice arrangement, the employee's gross salary may be reduced accordingly for the duration of such participation.

## **19. Payment of course fees and memberships**

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- 19.1 The trust may cover the cost of employee training/development fees or memberships to bodies (where it is required for their roles). The trust reserves the right to recover such costs from the employee's final salary should the employee leave employment within agreed timelines. These will be set out in the ONE Academy Trust Learning and Development Policy when published.

## **20. Deductions from final salary**

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- 20.1 If an employee owes any monies to the trust such as for salary sacrifice deductions, salary overpayments, learning costs etc. at the point they are leaving the employment of the trust, the outstanding balance will be deducted from their final pay. Where final pay is not sufficient to cover the outstanding amount, then an invoice will be issued requesting the amount to be repaid to the trust within one month after termination of employment.

## **21. Allowances and expenses**

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- 21.1 Allowances will be in accordance with the NJC National Agreement on Pay and Conditions of Service.

### **Relocation expenses and disturbance allowances**

- 21.2 Relocation expenses and disturbance payments are not normally paid to employees to cover additional costs they may incur as a result of a change or disturbance to the work base. The board of trustees retains the right to approve any such allowances on a case-by-case basis dependent on a cost/benefit analysis.

### **Travel expenses etc.**

- 21.3 Eligibility for expenses and how to claim is set out in the trust's Financial Management Policy.

## **22. Record keeping and data protection**

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- 22.1 Notes will be kept of all interviews and meetings and the actions agreed. Where possible, these will be confirmed as an accurate reflection of what was discussed during the meeting.
- 22.2 Records will be kept securely, only for as long as necessary and in line with data protection law, our privacy notices and records retention schedule.
- 22.3 Personal data will be treated as confidential and will only be processed and shared in line with our data protection responsibilities under the Data Protection Act 2018 and the UK GDPR.

## **23. Monitoring and review**

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- 23.1 The trustees will monitor the outcomes and impact of this policy on an annual basis to assess its effectiveness and the trust's continued compliance with equalities legislation. As part of this commitment, the trust is establishing a process for annual monitoring against protected characteristics, pay grade, employment status and contract type.
- 23.2 This policy will be reviewed annually as a minimum but can be revised as needed and any substantive changes to policy consulted with the recognised trade unions.
- 23.3 This policy will be approved by the Board of Trustees.

**Leadership Pay Scales (Teachers' Pay Scales)** *(new payscales to be inserted when available)*
**Salary scales 2023 to 2024**

<b>Leadership Group</b>	
<b>Spine point</b>	<b>1 Sept 2023 to 31 Aug 2024</b>
L1	£47,185
L2	£48,366
L3	£49,574
L4	£50,807
L5	£52,074
L6	£53,380
L7	£54,816
L8	£56,082
L9	£57,482
L10	£58,959
L11	£60,488
L12	£61,882
L13	£63,430
L14	£65,010
L15	£66,628
L16	£68,400
L17	£69,970
L18	£71,729
L19	£73,509
L20	£75,331
L21	£77,195
L22	£79,112
L23	£81,070
L24	£83,081
L25	£85,146
L26	£87,253
L27	£89,414
L28	£91,633
L29	£93,902
L30	£96,239
L31	£98,616

<b>Leadership Group</b>	
<b>Spine point</b>	<b>1 Sept 2023 to 31 Aug 2024</b>
<b>L32</b>	£101,067
<b>L33</b>	£103,578
<b>L34</b>	£106,138
<b>L35</b>	£108,776
<b>L36</b>	£111,470
<b>L37</b>	£114,240
<b>L38</b>	£117,067
<b>L39</b>	£119,921
<b>L40</b>	£122,912
<b>L41</b>	£125,983
<b>L42</b>	£129,140
<b>L43</b>	£131,056



**Non-Teaching Pay Scales (Derbyshire County Council pay scales)***(new payscales to be inserted when available)***1 April 2023 to 31 March 2024**

This grading and pay scale structure applies to existing support staff in the following schools:

- Sawley Infant & Nursery School
- Sawley Junior School
- Dovedale Primary School
- Shardlow Primary School

Grade	Pay Spine Point	Annual salary
Grades 1 and 2	1	£22,183
Grade 3	2	£22,366
Grade 4	3	£22,737
Grade 5	4	£23,114
	5	£23,500
Grade 6	6	£23,893
	7	£24,348
Grade 7	8	£24,958
	9	£25,597
	10	£26,234
	11	£26,871
Grade 8	12	£27,507
	13	£28,144
	14	£28,782
	15	£29,418
Grade 9	16	£30,054
	17	£30,691
	18	£31,328
	19	£31,963
Grade 10	20	£33,034
	21	£34,101
	22	£35,170
	23	£36,239
Grade 11	24	£37,339
	25	£38,439
	26	£39,538
	27	£40,638
Grade 12	28	£41,765
	29	£42,892
	30	£44,022
	31	£45,149
Grade 13	32	£46,363
	33	£47,577
	34	£48,791
	35	£50,006

Grade	Pay Spine Point	Annual salary
Grade 14	36	£51,869
	37	£53,790
	38	£55,714
	39	£57,639
Grade 15	40	£59,559
	41	£61,482
	42	£63,406
	43	£65,327
Grade 16	44	£67,311
	45	£69,295
	46	£71,277
	47	£73,260
Grade 17	48	£86,712
	49	£88,830
	50	£90,949
	51	£93,066
	52	£95,186
Grade 18	53	£99,063
	54	£101,491
	55	£103,919
	56	£106,345
	57	£108,772
Grade 19	58	£104,474
	59	£107,036
	60	£109,597
	61	£112,161
	62	£114,724
Grade 20	63	£125,817
	64	£128,912
	65	£132,006
	66	£135,104
	67	£138,198
Grade 21	68	£171,127
	69	£176,200
	70	£181,427
	71	£186,810

**Non-Teaching Pay Scales (NJC National Pay Agreement)***(new payscales to be inserted when available)***1 April 2023 to 31 March 2024**

This grading and pay scale structure applies to support staff in the following schools:

- Derwent Primary School
- Abbey Primary School
- Southwark Primary School
- Arnbrook Primary School

Pay Spine Point	Annual salary
1	£22,183
2	£22,366
3	£22,737
4	£23,114
5	£23,500
6	£23,893
7	£24,294
8	£24,702
9	£25,119
10	£25,545
11	£25,979
12	£26,421
13	£26,873
14	£27,334
15	£27,803
16	£28,282
17	£28,770
18	£29,269
19	£29,777
20	£30,296
21	£30,825
22	£31,364
23	£32,076
24	£33,024
25	£33,945
26	£34,834
27	£35,745
28	£36,648
29	£37,336
30	£38,223
31	£39,186
32	£40,221
33	£41,418
34	£42,403

Pay Spine Point	Annual salary
35	£43,421
36	£44,428
37	£45,441
38	£46,464
39	£47,420
40	£48,474
41	£49,498
42	£50,512
43	£51,515