

## Wiltshire Council HR advisory

To Headteacher / Principal, Chair of Governors and  
Clerk to Governors of all Wiltshire schools &  
academies

CC Business admin officer

January 2019

Dear Headteacher / Principal, Chair of Governors and Clerk

### **Implementation of support staff annual pay award and new pay spine on 1 April 2019**

#### **Main points**

- The second part of a two-year national pay deal for staff pay is due to be implemented in April 2019 which includes a pay award of between 2% and 7.19% across the spinal points for school support staff. (Schools will receive an increase in their 'per pupil' funding of at least 0.5% from 1<sup>st</sup> April 2019, which wouldn't have been included in schools original budget plans) and also includes the implementation of a new national pay spine.
- Wiltshire Council has negotiated locally with the recognised trade unions a new pay & grading model which redefines the current pay grades to accommodate the new national pay spine.
- How we pay and grade staff using the national pay spine is subject to a collective agreement with the trade unions, which applies to school support staff. A new collective agreement has now been reached as a result of the new pay & grading model and includes the mechanisms to assimilate staff from the old arrangements into this new model.
- Academies should take note of advice regarding the application of this pay award and national pay spine and advise their payroll providers of their intention to adopt the Wiltshire model, or they should provide details of their own locally agreed arrangements by the dates specified below.
- Capita SIMS and Access Education Budgets (previously called HCSS Budgeting) will need to be updated with the new pay & grading model from the 1<sup>st</sup> April 2019
- Individual support staff contracts within Capita SIMS and Access Education Budgets will need to be amended to reflect the correct incremental point
- Exact costs of moving to the new pay and grading arrangements can be modelled upon release of the 2019-20 Access Budget Software in February 2019.

#### **For Action**

- Apply the nationally agreed support staff pay award and updated support staff pay & grading model.
- Minute at your next Full Governing Body (or relevant delegated committee) the pay award, new pay & grading model and collective agreement and update your pay policy with new pay spine and pay & grading model from April 2019.
- Inform support staff of the impact of pay award and new pay & grading model on their pay.

- Academies to inform their payroll provider of their intentions with regard to the application of the 2019 pay award and national pay spine for support staff.
- Add the new pay spine manually in Capita SIMS. A separate procedure note will be issued to schools in February explaining how to update the new pay spine and employee contracts within Capita SIMS
- In Access Education Budgets (HCSS) the new pay spine will be included on release of the 2019-20 software (after February half-term). Guidance on updating individual contracts within Capita SIMS and Access Education Budgets will be included in the procedure note to be issued in February 2019.

#### **Attached**

- The collective agreement for school support staff new pay and grading model which includes:
  - The transitional pay spine for support staff due an increment on 1 April 2019 and / or currently at the top of their grade on moving across to the new pay & grading model.
  - The transitional pay spine for support staff due an increment 6 months from appointment, where the increment date falls after 1 April 2019.
  - New support staff pay & grading model which applies from April 2019
- A set of Frequently Asked Questions (FAQs) to help explain and support this letter which can be shared with support staff.

The annual pay award is negotiated nationally by the national employers and recognised trade unions for support staff in your school as these staff are subject to the National Joint Council (NJC) terms and conditions of employment.

A two year pay deal was agreed by the national employers and trade unions in April 2018. This deal included a 2% increase in 2018 and 2019 for most support staff (those paid over £19,430 per annum) with larger increases below this pay point to account for the changes to the national minimum wage. The pay award for April 2019 means a 2% increase for those staff currently paid over £26,470 with larger increases below this pay point varying between 7.19% and 2.28%. There is also the introduction of a new pay spine on 1 April 2019.

Whilst the pay award and pay spine are agreed nationally, the way that the spinal points are grouped into a pay & grading model (pay grades) is agreed locally. The current pay grades for NJC support staff were implemented through a joint collective agreement with the trade unions (UNISON, GMB and Unite) in 2007 as part of the pay reform exercise, and therefore any changes to the pay & grading model now have to be jointly agreed.

Implementation of the new national pay spine, with no other changes to the pay structure, would result in a significant discrepancy in the number of incremental points for some grades causing equality issues for some staff, and therefore the council and the trade unions have been negotiating locally to agree the implementation of a new pay and grading model. This negotiation has been undertaken on behalf of schools' and academies in accordance with the recognition agreement.

I can confirm that we have now reached agreement and the changes to the current pay & grading model is as follows:

#### **New grading model**

The new pay & grading model comprises of 14 grades based on 3 spinal points per grade (2 spinal points for grade B). As a result, there will be no grade A in the new model and it also features

Support staff pay award and pay spine January 2019