

<b>Procedure Title:</b>	<b>Pay Policy</b>
<b>Procedure Ref:</b>	<b>AP/4HRD/SP105</b>
<b>Approved By:</b>	<b>Jane Murray</b>
<b>Responsible Person:</b>	<b>Karen Wilson</b>
<b>Date last reviewed:</b>	<b>30/11/2023</b>
<b>Date of next review:</b>	<b>28/11/2025</b>
<b>Approval date:</b>	<b>30/11/2023</b>

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## **1. Statement of Intent**

To define the college policy related to pay for all college employees except senior post holders and clerk to the governors.

## **2. Responsibilities**

2.1 It is the responsibility of the Deputy Principal to establish the college pay policy through negotiations with locally recognised trade unions.

2.2 It is the responsibility of the Head of Human Resources to ensure that the college policy is regularly reviewed to ensure that it is aligned to the business strategy and for sustainable competitive advantage.

2.3 It is the responsibility of line managers to ensure that their decisions are in accordance with the college pay policy.

2.4 It is the responsibility of the Head of Human Resources to monitor consistency of application and offer advice on the implementation of the pay policy to line managers and staff.

## **3. Pay Policy**

### **3.1 Joint Collective Agreement in Relation to the Review of College Pay – Modernising Pay Arrangements dated 22 March 2007.**

The Joint Collective Agreement in Relation to the Review of College Modernising Pay Arrangements is attached as Appendix 1. The agreement was implemented for all academic staff in 2007 to support this agreement a pay policy was agreed with University College Union in June 2007 and details are included in paragraphs 3.8, 3.9 and 3.11 below.

In 2007 following agreement from business support and management spine staff, career families and the introduction of a similar contractual performance management review procedure was implemented.

### **3.2 Single Harmonised Pay Spine**

All employees will be paid according to their qualifications, previous relevant continuous experience, grade, duties, responsibilities and performance in line with agreements with the recognised trade unions.

The college has a single harmonised pay spine as in Appendix 2 which is in line with the nationally recommended single pay spine.

Within this single harmonised pay spine there are different career families related to the different requirements of the business.

### **3.3 Career Families**

The college career families are shown on Appendix 1.

### **3.4 Performance Management Review**

It is a contractual requirement for all college staff to have regular performance management review. The timing of these is in accordance with the college's performance management review cycle.

### **3.5 Incremental Progression**

Details for incremental progression of unqualified lecturers and trainers are outlined in paragraphs 3.9 and 3.13 below.

For all other college staff progression, there is the potential for future incremental progression within the career families. This will be subject to affordability and staff being in post at end of February prior to a satisfactory performance management review in the following November for staff and the December for college managers.

Increments will be awarded on the following 1 January. Progression will be to the maximum salary spine point of the career family.

### **3.6 Unsatisfactory Performance**

There will be no incremental progression where the work of staff is deemed to be unsatisfactory, and either be in or entering the capability procedure. If through the capability process the member of staff's work is demonstrated to have been satisfactory (no case to answer) the increment will be backdated to the due date i.e. 1 January.

### **3.7 Unqualified Teachers/ Trainers**

The college needs to have a suitably qualified and experienced workforce to deliver its core business - education and training. The college will recruit staff with the relevant vocational qualifications and experience and provide them with the training they need as soon as possible to attain the required teaching and assessor qualifications for their post.

### **3.8 Points 1 – 3 of the Lecturer’s Payscale**

New lecturers to the college are normally appointed to one of the first three points on the lecturer’s unqualified scale according to validation of the teaching qualification they hold at appointment as below:

Point 1 (Single Pay Spine Point 23) –	Unqualified lecturers
Point 2 (Single Pay Spine Point 25) -	Part qualified lecturers e.g. equivalent to year 1 Cert Education, CTTLs or equivalent
Point 3 (Single Pay Spine Point 27) -	Fully qualified lecturers e.g. BEd, PGCE or Cert of Education or equivalent

### **3.9 Progression for Unqualified Lecturers**

After appointment the salary progression for lecturers appointed to Point 1 or 2 will be:

- subject to satisfactory performance, either through the probationary review or performance management review
- achievement of the relevant level of teaching qualification required for the post

The payment date of the increment will be the date of the achievement of the relevant level of the teaching qualification. This must be verified from the original qualification document.

In cases where the qualification certificate document is received after the achievement date, payment of the increment will be backdated to the date of achievement of the relevant qualification.

Where the lecturer has received accelerated progression between Points 1 to 3 of the unqualified lecturer’s pay scale after the 1 March the lecturer will not be eligible for an increment on following 1 January.

### **3.10 Recognition of Previous relevant continuous teaching experience**

The college will give consideration to previous relevant continuous teaching experience when appointing new fully qualified lecturers or re-appointing fully qualified college lecturing staff who retire and return in a part time teaching capacity where this experience would enable the lecturer to perform their duties better. Such appointments may be made on points 3 to 7 of the lecturers’ payscale. For new appointments this process will be subject to verification from the previous employer of the total relevant experience rather than simply rewarding length of service eg considerable experience as course leader, personal tutor.

### **3.11 Progression for Qualified Lecturers – Points 4 – 7 of the Lecturer’s Payscale**

Arrangements for incremental progression for qualified lecturers will be in accordance with paragraph 3.5 and 3.6 above.

It is expected that as a lecturer progresses up the lecturers’ payscale that they will take on additional responsibilities to reflect the increase in pay and experience in

accordance with the Joint Collective Agreement in Relation to the review of college pay, modernising pay arrangements (appendix 3).

### **3.12 Lecturer's Payscale - Discretionary Point 8**

This point is for posts required within the college establishment. Staff will be recruited through the college recruitment and selection procedure and appointed to Point 8, the discretionary point, of the Lecturer's paycale, ie point 37 of the single harmonised payscale. This is a fixed point with no further incremental progression.

### **3.13 Trainer Payscale (Business Support contracts)**

New training advisors and assessors will be appointed depending upon the qualifications they hold, as below:

- Point 17 of business support career family E, training adviser – for trainers who hold an TAQA assessing competence in the work environment and/or TAQA internal quality assurance of assessment processes and practice. Trainers will be required to achieve a TAQA internal quality assurance of assessment processes and practice and PTTL qualification
- Point 20 of business support career family F, training officer – for trainers who hold a PTTL, TAQA assessing competence in the work environment and TAQA internal quality assurance of assessment processes and practice award. Trainers will be required to achieve workplace H&S assessment training or equivalent.

Ideally the college would wish to recruit trainers with the required qualifications to the training officer career family. However, staff who hold the relevant vocational experience can be recruited to the relevant trainee training advisor fixed point or training adviser career family and will be given support and opportunities to complete the relevant qualifications required to progress to training officer career family at the earliest opportunity.

### **3.14 Progression for Trainers**

The payment date for progression up to the payscale will be the date of the achievement of the required qualification(s). This must be verified by Human Resources department from the original qualification document. In cases where the qualification document is received after the achievement date, payment of the increment will be backdated to the date of achievement of the relevant qualification.

Where staff have received accelerated progression between the trainee training adviser fixed point to training adviser career family and training adviser to training officer career family after the 1 March staff will not be eligible for an increment on following 1 January.

Staff within the training adviser and training officer scale will be eligible to progress within the relevant career family subject to arrangements as outlined in paragraphs 3.5 and 3.6 above.

### **3.15 Apprentice & Training Lead**

There is no automatic progression to the role of lead assessor. Appointment is through the recruitment and selection process against identified posts within the college establishment and staff must hold all the requisite qualifications and experience.

Recruited staff must hold a CTTL, TAQA assessing competence in the work environment and TAQA internal quality assurance of assessment processes and practice award and will be appointed to the first point of the three point career family lead assessor – (Band J)

There will be incremental progression for staff within the lead assessor career family subject to arrangements outlined in paragraphs 3.5 and 3.6 above.

### **3.16 Business Support Staff Career Families**

There are 8 career families for business support staff categorised from Band B to Band J. Each career family has a three point scale. Staff are appointed to the relevant career family depending upon the responsibilities and qualifications they hold. Posts within the Business Support Career Families are shown in Appendix 1.

Incremental progression for staff within their career family will be subject to paragraph 3.5 and 3.6

Once staff reach the maximum of their career family further progression will be promotion to an established post on a higher career family.

## **4. Temporary Market Premium payments**

A market premium payment can be made selectively to enable the recruitment and retention of particular professional employees to defined scarcity areas. This is not the norm and is only used when there is clear evidence to support this i.e. consistently poor or nil response to advertisements and analysis of market rates both nationally and locally.

Approved market premium payments will be subject to a review after an initial 2 year period. Payment will be separate from basic pay and will be based on an annual payment made in 12 equal monthly instalments. Market premium payments will be increased in accordance with any inflationary pay award but not incremental progression. They will be included in the calculations for the purpose of other payments such as maternity pay and sick pay.

A member of staff in receipt of a market premium payment will have progression on their basic salary within their career family in accordance with arrangements outlined in paragraphs 3.5 and 3.6 above.

Towards the end of the 2 year period a review will be undertaken with consultation with the line manager and relevant trade unions. The review will establish whether

- Market forces are such that their experience would still command a significantly higher salary
- Their loss would cause serious harm to business prospects

- Payment of a market premium allowance would reduce the probability of their leaving
- Where there is still a scarcity

Market premium payments can be reduced or withdrawn if:

- The recipient's work changes so that it no longer meets the criteria
- Market conditions change so that the scarcity value of particular skills is reduced

Where a market premium payment is reduced or withdrawn the member of staff would be notified and the payment would be phased out over a period of time.

## 5. Inflationary Pay Awards

The dates of annual pay settlements vary between groups of employees, but the main ones currently are:

- Normally 1 August for staff on Lakes College contracts of employment
- 1 April for staff on National Joint Council (NJC) contracts of employment and subject to TUPE transfer conditions

The college provides information to the national bargaining body the Association of Colleges (AOC), to inform the national negotiations process. National negotiations are undertaken by the Association of Colleges with all recognised unions. Local negotiations are also undertaken with the University College Union and UNISON through the Joint Staff Consultative and Negotiating Committee framework. The AOC will make a final recommendation to colleges for the annual inflationary pay award. The college will normally follow the national recommendation subject to affordability.

All inflationary pay recommendations are endorsed by the governors. Staff are informed locally of decisions and payment dates.

## 6. PENSION SCHEMES

There are two voluntary pension schemes within the college, the Teachers' Pension and Local Government Pension schemes. The auto-enrolment scheme means that staff must actively 'opt out' of pension schemes at the start of their employment and then at regular review periods. Although these are different schemes they do offer staff members similar benefits which include:

- Employer contributions
- Final Salary schemes
- Provision of regular income after retirement
- Option of a 'lump sum'
- Financial protection to families and other dependants if an employee dies

**TEACHERS' PENSION SCHEME** is open to all teaching staff. Members contributions vary according to their Full Time Equivalent (FTE) salary and the employer contributions are 16.48%.

**LOCAL GOVERNMENT PENSION SCHEME (LGPS)** is open to all business support staff. Members contributions vary according to their annual Full Time Equivalent (FTE) salary. These rates are determined by Regulation 3 of the LGPS with effect from 1 April. The employer contributions for 2020/21 are 15.1%.

Both pension schemes have flexible provisions that offer greater choice to staff about the way they manage the transition from work to retirement. The college will give consideration to written requests from staff for:

- Phased retirement
- Retirement and then subsequent return to part time work

Individual requests will be considered on their merits and decisions will be made taking account that the individual meets the eligibility criteria for the scheme and of the needs of the business.

## **7. ALLOWANCES**

The college acknowledges payment to some staff of the following historic pensionable allowances.

Higher qualification allowance  
Special needs allowance

These are personally protected to the individual member of staff and will cease when the member of staff ends their employment with the college. These allowances may be subject to an increase following agreement on the inflationary pay award.

### **First Aid & Mental Health First Aiders Payments**

The college recognises the additional responsibility undertaken by the designated fully qualified first aiders who cover key areas within the college. A total annual payment of £100 will be made to designated staff. This will be paid as a one off payment in two instalments of £50 in the January and July salary. Payments will be subject to tax and NI deductions but not pensionable.

Designated fully qualified first aiders are responsible for maintaining an up to date full first aid qualification. The health, safety & sustainable operations adviser will monitor the frequency of attendance of first aiders at incidents twice, once in December followed by a full review in June. The monitoring will ensure that the college has adequate cover, that the burden of first aid provision is reasonably equitably shared among designated first aiders and that their qualification status is maintained.

## **8. ONE OFF BONUS PAYMENTS**

On occasions the college may wish to reward college staff for their contribution to the successes of the college through a bonus payment. Proposals will be endorsed by the governing body. Details of specific endorsed payments will be fully communicated to college staff. All bonus payments are subject to tax and NI deductions but are not pensionable.

## **9. TEMPORARY UPGRADING ARRANGEMENTS**

## **For Individual Staff**

Where the college requires a member of staff to temporarily act up into a position of higher responsibility, the college's recruitment and selection policy and procedure will normally be implemented.

The appointed person will be paid the salary that is consistent with the post for the period of acting up, and shall take on the full responsibilities and accountabilities associated with the post.

## **For Team Approach**

Where it is necessary for the college to appoint a team approach to cover a vacancy, members will be selected from the pool of staff who have previously expressed an interest.

Where this arrangement is in place for a period of 3 months or more individual members of the team will receive the savings from the salary of the vacancy, divided into equal shares up to a maximum of £1000. This will be a one off non-consolidated payment, and will be paid at the end of each 3 month period. If the arrangements are less than 3 months then a pro rata payment will be given.

## **10. OVERTIME**

The college is committed to ensure a work/life balance for all its employees and as such operates a no overtime policy. Line managers are responsible for monitoring the hours of their staff to maintain a healthy balance. In exceptional circumstances staff may be required to work in excess of their daily or weekly contractual hours to meet a business need and will be expected to take the time off in lieu within a half-term of the additional hours worked.

## **11. EXPENSES**

Expenses which staff incur in the proper performance of their duties are reimbursed by the college providing that they are approved in advance by their line manager. Details are outlined in the college's travel and subsistence policy (AP/4HRD/0112) and procedure (OP/4HRD/0219).

## **12. STAFF SUBJECT TO TUPE TRANSFER**

All terms and conditions of staff who have been subject to a TUPE transfer will be honoured, where appropriate.

## **13. DEDUCTIONS FROM SALARY**

For the purposes of the Wages Act 1986, staff have a contractual obligation to authorise the college to deduct from their salary any sums due from them to the college, including any overpayments, loans or advances.

## **14. WORKLOADING MONITORING COMMITTEE**

Arrangements for the monitoring of the equity of workload for academic staff is attached as Appendix 4.



## **Appendices**

Appendix 1: College Modernising Pay Arrangements

Appendix 2: Harmonised Pay Spine – See attached

Appendix 3: Local Agreement

Appendix 4: [Workload Committee](#)

## APPENDIX 1

### Business Support Career Families Updated January 2019

<b>Job Family</b>	<b>Role / Post</b>	<b>Harmonised Spine Points</b>
Band A	<ul style="list-style-type: none"> <li>○ Leisure Assistant</li> <li>○ Exam Invigilator</li> </ul>	5 – 7 £15,462 - £16,113
Band B	<ul style="list-style-type: none"> <li>○ Technician</li> <li>○ Finance Assistant</li> <li>○ Cross College Assistant</li> <li>○ Estates Assistant</li> </ul>	8 – 10 £16,431 - £17,304
Band C	<ul style="list-style-type: none"> <li>○ Learning Support Assistant</li> <li>○ CIS / HR / Marketing / Student Support Assistant</li> <li>○ Cross College Administrator</li> <li>○ Executive Support / PA</li> <li>○ Activzone Duty Officer</li> <li>○ Exams Assistant</li> <li>○ Trainee Training Advisor</li> </ul>	11 – 13 £17,763 - £18,723
Band D	<ul style="list-style-type: none"> <li>○ Estates Co-ordinator</li> <li>○ Digital Learning Facilitator</li> <li>○ Training Advisor</li> <li>○ Activzone Supervisor</li> <li>○ Student Mentor</li> <li>○ Career and Placement Co-ordinator</li> </ul>	14 -16 £19,221 - £20,316
Band E	<ul style="list-style-type: none"> <li>○ Business Account Manager</li> <li>○ Exams Officer</li> <li>○ Training Officer</li> <li>○ Digital Services Supervisor</li> <li>○ HE &amp; Data Services Advisor</li> </ul>	17 – 19 £20,904 – £21,866
Band F	<ul style="list-style-type: none"> <li>○ ALS Co-ordinator</li> <li>○ Data Planning Co-ordinator</li> </ul>	20 – 22 £22,674 - £23,997
Band G	<ul style="list-style-type: none"> <li>○ Recruitment &amp; Admissions Leader</li> <li>○ Careers &amp; Employment Leader</li> <li>○ Activzone &amp; Procurement Officer</li> <li>○ Marketing &amp; PR Officer</li> <li>○ Data Services Officer</li> </ul>	23 – 25 £24,702- £26,158
Band H	<ul style="list-style-type: none"> <li>○ Executive &amp; Cross College Manager</li> <li>○ Health, Safety and Sustainable Developments Adviser</li> <li>○ Estates &amp; Technician Supervisor</li> </ul>	26 – 28 £26,937 - £28,575
Band I	<ul style="list-style-type: none"> <li>○ Management Information Analyst &amp; Developer</li> <li>○ Digital Network Analyst</li> <li>○</li> </ul>	29 – 31 £29,438 - £31,218

Band J	<ul style="list-style-type: none"><li>○ Finance Manager</li><li>○ Learner Support Manager</li><li>○ Employee Engagement Manager</li><li>○ Lead Assessor</li></ul>	32 – 34 £32,164 - £34,111
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Management & Academic Pay Spine 1 August 2019

Management Spine	Lecturing Point	Salary Point	Salary	Hourly Rate
Management Spine	Pt1	23	£24,913	£16.37
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	24	£25,407	£16.69
	Pt2	25	£26,420	£17.36
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	26	£27,207	£17.87
	Pt3	27	£28,025	£18.41
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	28	£28,861	£18.96
	Pt4	29	£29,732	£19.53
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	30	£30,622	£20.12
	Pt5	31	£31,530	£20.71
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	32	£32,486	£21.34
	Pt6	33	£33,447	£21.97
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	34	£34,452	£22.63
	Pt7	35	£35,476	£23.30
	COL 37	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	36	£36,538
Cross College Manager Pt 37 - 39	Protected Pt 8	37	£37,630	£24.72
		38	£38,760	£25.46
		39	£39,925	£26.23
		40	£41,121	£27.01
		41	£42,347	£27.82
		42	£43,618	£28.65
		43	£44,926	£29.51
		44	£46,259	£30.39
Strategic Team (44 - 46)		45	£47,651	£31.30
		46	£49,081	£32.24
		47	£50,545	£33.20
		48	£52,059	£34.20
		49	£53,620	£35.22
		50	£55,222	£36.28
		51	£56,876	£37.36
		52	£58,587	£38.49
		53	£60,335	£39.63
		54	£62,149	£40.83
		55	£64,000	£42.04
		56	£65,930	£43.31
		57	£67,893	£44.60
		58	£69,925	£45.93
		59	£72,020	£47.31
		60	£74,180	£48.73
		61	£76,403	£50.19
		62	£78,692	£51.69
		63	£81,052	£53.24
		64	£83,477	£54.84
		65	£85,975	£56.48
		66	£88,553	£58.17
		67	£91,210	£59.92
		68	£93,938	£61.71

Business Support Pay Spine 1 August 2019

Training Advisor payscale	Harmonised Pay Spine		
	5	£15,462	£9.33
	6	£15,707	£9.48
	7	£16,113	£9.72
	8	£16,431	£9.91
	9	£16,863	£10.17
	10	£17,304	£10.44
	11	£17,763	£10.72
	12	£18,234	£11.00
Trainee T Advisor	13	£18,723	£11.30
Training Advisor	14	£19,221	£11.60
	15	£19,758	£11.92
	16	£20,316	£12.26
Training Officer	17	£20,904	£12.61
	18	£21,501	£12.97
	19	£21,866	£13.19
	20	£22,674	£13.68
	21	£23,325	£14.07
	22	£23,997	£14.48
	23	£24,702	£14.90
	24	£25,412	£15.33
	25	£26,158	£15.78
	26	£26,937	£16.25
	27	£27,747	£16.74
	28	£28,575	£17.24
	29	£29,438	£17.76
	30	£30,319	£18.29
	31	£31,218	£18.83
	32	£32,164	£19.40
	33	£33,116	£19.98
	34	£34,111	£20.58
	35	£35,125	£21.19
	36	£36,176	£21.82
	37	£37,258	£22.48
	38	£38,377	£23.15
	39	£39,530	£23.85
	40	£40,713	£24.56
	41	£41,928	£25.29
	42	£43,186	£26.05
	43	£44,481	£26.83
	44	£45,801	£27.63
	45	£47,180	£28.46
	46	£48,595	£29.32
	47	£50,045	£30.19
	48	£51,544	£31.10
	49	£53,089	£32.03
	50	£54,675	£32.98
	51	£56,313	£33.97
	52	£58,007	£34.99
	53	£59,738	£36.04
	54	£61,534	£37.12
	55	£63,367	£38.23
	56	£65,277	£39.38
	57	£67,221	£40.55
	58	£69,233	£41.77
	59	£71,307	£43.02
	60	£73,446	£44.31
	61	£75,647	£45.64
	62	£77,912	£47.00
	63	£80,249	£48.41
	64	£82,651	£49.86
	65	£85,123	£51.35
	66	£87,677	£52.89
	67	£90,307	£54.48
	68	£93,008	£56.11