

October 2017: Message to maintained schools sent on behalf of the Steering Group and Schools Phase Council Members.

Dear Head/Bursar/School Business Manager

At last week's meeting of the Steering Group, the SCC HR Reward team had an opportunity to update Head Teachers and others on progress made on the return of the job family workforce data spreadsheets and of additional information which is being requested from schools to address the anomalies highlighted.

It was hoped that the majority of schools would return the necessary the data by the extended deadline which was 13 October 2017; this would in turn help with the timely moderation process in November so that schools could be provided with a cost impact of the job family mapping decisions to help prepare their budgets for the next financial year.

However, as you can see from the summary below that, we are still some way off from receiving back all the relevant information; much more data is needed to undertake a meaningful analysis that can be shared back with schools.

Overview of the return of information requested to address anomalies: Below is a summary table 1 of the response received from schools following requests for job profiles and rationale of mapping decisions.

Overview of schools return rate as at 13 October 2017 of information requested i.e job profiles and rationale, to enable a start of the moderation process			
Mapped Outcomes	Number of records that need to be looked at in this category	Number of schools who submitted anomalies in this category	Number of schools which have returned information requested by Babcock HR/SCC HR Reward team.
Roles mapped higher	579	139	8
Roles mapped lower	270	88	4
Roles not mapped/Unique	85	22	0
Roles with wage type 999 (this includes those roles with spot salaries or mapped as 'Other')	163	90	6

Overview of returned JFWDS data: As at 13 October 2017 (which was the extended deadline for receipt of feedback from schools), there were 16 maintained schools who had not yet returned their JFWDS sheets.

We understand from feedback from the Schools Phase Council members that some of the delay in schools returning the information is because they are spending time writing new job profiles to

support their mapping decisions. We have previously advised schools that **there is no requirement to write or submit new job profiles at this stage.**

We are mindful that schools are under some pressure to submit the additional information requested (i.e current job profiles and rationales to support their mapping decisions). We felt that it might be helpful to provide some more clarity **on what is required** to encourage a speedier response back from schools.

In previous correspondence to schools, the advice given has been; that for any roles that map either higher or lower than the current grade or are unique, schools should submit an existing job profile (meaning a current job description) for that particular role together with the rationale for the schools mapping decision with the JFWDS. A blank rationale template form was provided to schools which they could find helpful to use in setting out the rationale. Alternatively, schools could set out their rationale for mapping decisions in a word document.

We have now prepared a **Table 2** attached to this letter which should hopefully explain what this means in simpler terms so that schools who have highlighted anomalies on their returned JFWDS can send back the additional information requested by the **extended deadline of 7 November 2017.**

Thank you again so very much for your co-operation, we appreciate this is taking a significant amount of schools time and hope that with the additional clarity provided and extended deadline, it will be possible to move things forward and provide schools with the outcomes of the consultation and moderation process in December 2017.

Kind regards,

SCC HR Reward Team

On behalf of:

Ken Akers, Head of HR and OD

Steering Group and Schools Forum members

Schools Phase Council Members

