

# **Schools Surrey Pay annual review 2019/2020**

**Scope and impact of proposals**

Autumn Bursar Briefings, October 2018

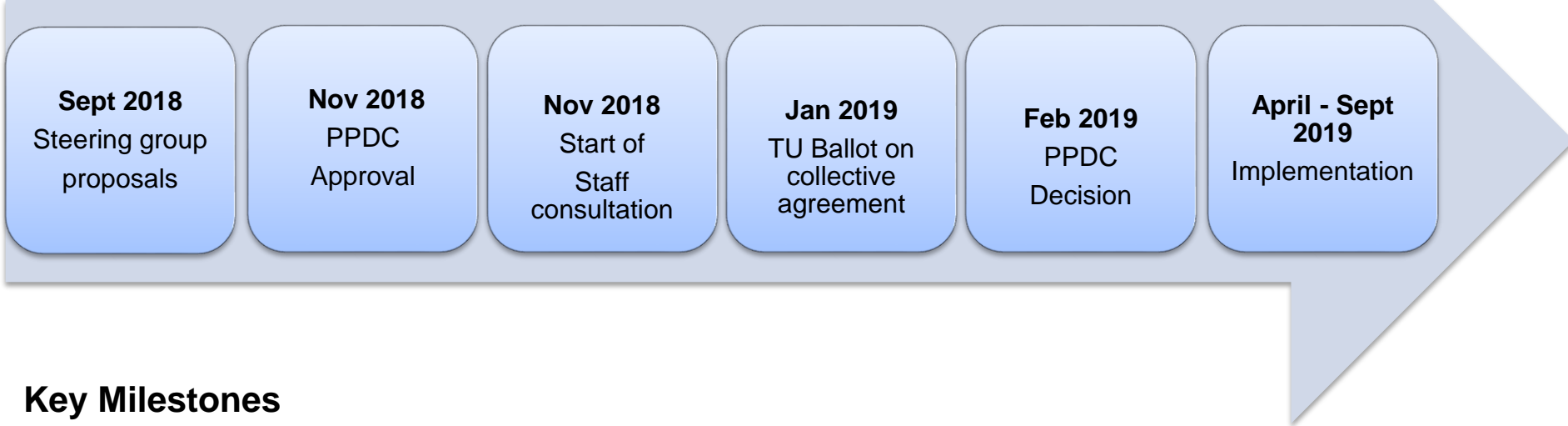


**SURREY**

# Surrey Pay annual review 2019/2020

- The current Surrey Pay annual review aims to align schools reward policies with non-school policies as far as is practicable for the 2019/2020 pay year
- Policy changes will impact support staff in schools in the following areas:
  - Sick pay
  - Enhancement (unsocial hours working)
  - Recognition scheme
  - Workbase relocation grant (WBRG)
  - On-call
  - Voluntary severance
  - Surrey Pay bands and pay progression
- Changes to the car user lump sum scheme will also impact teachers.
- A revised schools lettings agreement is also being proposed as a result of removing enhanced rates of pay.

# key milestones 2018- 2019



## Key Milestones

<b>7 November 2018</b>	People, Performance and Development Committee (PPDC) proposals for consultation agreed
<b>December 2018</b>	Staff consultation, outcomes and final offer
<b>January 2019</b>	Trade Union Ballot for collective agreement
<b>February 2019</b>	PPDC, final decision
<b>March – May 2019</b>	Changes confirmed to staff
<b>April – August 2019</b>	Interim pay award for schools Surrey Pay staff, if pay year changes
<b>1 September 2019</b>	Proposed start of new pay year

# Sick pay (1)

## Current scheme

Occupational sick pay currently varies depending on length of service.

Length of service	Full pay	Half pay
During 1 <sup>st</sup> year of service	1 month	2 months On completion of 4 mths service
During 2 <sup>nd</sup> year of service	2 months	2 months
During 3 <sup>rd</sup> year of service	4 months	4 months
During 4 <sup>th</sup> and 5 <sup>th</sup> year of service	5 months	5 months
After five years of service	6 months	6 months

## Proposed scheme

Employees will receive the same occupational sick pay benefit from first day of service.

2019 onwards	Full pay + SSP entitlement	Half pay + SSP entitlement
<b>On the first day of sickness absence.</b>	3 months OSP in a rolling 12 month period	3 months OSP in a rolling 12 month period

# Sick pay (2)

## Sick pay extensions

- The Head teachers and governing body will have discretion to extend sick pay on submission of a business case from the line manager.
- Extensions can be agreed for three months full pay and/or three months half pay.

## Transitional arrangements

- Employees who remains absent due to sickness on effective date of implementation will continue to receive OSP under the existing sick pay scheme.
- All episodes of sickness absence commencing on or after effective date of implementation will be recalculated in accordance with the new policy.
- Employees with 3 years' service or more will be adversely impacted by these proposals, whereas
- Employees with up to 2 years' service will benefit from these proposals.

# Sick pay (3)

**Breakdown of sickness spells by sector 2017-18**

Sector	Headcount	Spells	<4days	4 days – 1 month	1 - 3 months	3 - 6 months	> 6 months
Community	3,499	11,773	9,686	1,786	180	51	70
Voluntary Aided	1,103	4,389	3,701	600	48	18	22
Foundation	188	589	479	96	10	0	4
<b>Total</b>	<b>4,790</b>	<b>16,751</b>	<b>13,866</b>	<b>2,482</b>	<b>238</b>	<b>69</b>	<b>96</b>

**Note:** Total support staff headcount is **9216**

- Less than 1% (165) of sickness spells lasted over 3 months as highlighted above
- 52% of schools support staff were absent due to sickness in 2017 - 2018
- An average of 92 staff are on sick leave weekly across Surrey maintained schools

# Enhancements

- Surrey Pay enhancements for unsocial hours working in non-schools ceased with effect from 1 July 2016, however
- they remained available in schools as set out in the table below.

<b>Enhancement</b>	<b>Description</b>
	Enhancements apply to all staff up to and including S7.
Time + 0.2 (unsocial hours)	Hours worked between 20.00 and 22.00
Time + 0.33 (night hours)	Hours worked between 20.00 and 06.00. *Finishing time must be later than 22:00 to qualify for this rate.
Time + 0.5: Weekends	Saturday or Sunday
Double Time: Public Holidays	Public Holidays.

- It is proposed that these enhancements are removed from schools as part of the 2019/2020 Surrey Pay review.

# Recognition scheme

## Recognition scheme

- The scheme was withdrawn from non-schools on 1 July 2016, but remains effective in schools.
- The proposal is to withdraw the scheme from schools as part of the 2019/2020 Surrey Pay review.
- A new recognition scheme is being developed which may link to the councils benefits scheme.
- The aim is to have a new scheme available from 1 April 2019.

### **Note:**

It is anticipated that the impact of removing this policy will be low as it is not currently widely used in schools. E.g. in 2017, only one school applied the recognition scheme.



# Workbase relocation grant

## The current scheme

- The work base relocation grant is available to all Surrey Pay employees whose workplace relocates on a permanent basis and the resulting home-to-work return journey increases by two miles.
- The grant compensates employees for the extra travel costs incurred over a period of three years from the date of relocation.

## Proposed changes

- The threshold for relocation mileage will increase from 2 miles to 10 miles (i.e. from 4 miles to 20 miles return journey)
- The period of protection will reduce from 3 years to 1 year.

### Note:

Over the three year period April 2015 to March 2018, **23** employees claimed this benefit. The impact is likely to be very low.

# On-call allowance

- Currently, there is no policy for on-call payments in schools.
- The Surrey Pay review will extend the non-schools on call framework to schools.

## **Non- schools on-call allowance**

- On call allowance is paid to staff for disturbance that falls outside contractual duties and normal working hours.
- On-call payment is processed either monthly or on an ad-hoc basis, depending on the requirement to be on-call.
- Staff are also entitled to receive their normal hourly rate for time worked whilst being on-call (after the first 30 minutes of working).
- There are 3 payment tiers;
  - Low; £50
  - Medium £80
  - High £150
- The level of payment is dependent on call-out frequency.

# Voluntary severance (VS)

## Current scheme

- Payments for voluntary severance are calculated on the same basis as redundancy payments and take into consideration actual earnings.

## Proposed changes

- Cap the weekly pay for voluntary severance at the statutory earnings rate of £508 per week.
- Subject to consultation changes to come into effect from 1 April 2019
- A transitional period is proposed, whereby staff could still make VS applications between 1 April 2019 and 31 March 2020 where there is a formal agreement between the council and the employee.

## Note:

- There are no changes to compulsory redundancy payments, and
- the payment of 1.5 weeks' pay per year of service would continue unchanged.
- Applying the statutory cap of £508 per week equates to a salary of £26,488 per annum is common practice for many employers.

# Schools Surrey Pay bands & pay progression

## Proposed changes

- To align pay bands to non-schools' pay bands during 2019/2020.
- To consider moving the pay year for school support staff from April to September
- Subject to a decision on moving the pay year, consider an interim pay settlement April to September.
- To achieve the governments target for the national minimum wage by 2020.

## Note:

- Further work is currently being undertaken on the proposed pay changes.
- Options and costs will be considered by the councils' corporate leadership team and committee.
- Details of proposed pay changes will be shared in November.

# Car user lump sum

## Current scheme

- Schools pay the 2016/17 rates as shown in the table
- The scheme is available to teachers and support staff.
- The payment band applied depends on the number of business miles.

Band	Miles	Gross Lump Sum (per annum)				
		2016/17	2017/18	2018/19	2019/20	2020/21
1	Up to 1,500	£-	£-	£-	£-	£-
2	1,501 to 3,000	£400	£300	£200	£100	£-
3	3,001 - 4,500	£420	£315	£210	£105	£-
4	4,501 - 10,000	£440	£330	£220	£110	£-
5	10,001 and above	£460	£345	£230	£115	£-

## Proposed Changes

- Schools will join the non-schools phasing out of the lump sum for 2019/2020
- Subject to consultation the changes to come into effect 1 April 2019.

## Note:

There were 185 claimants in 2017/2018 (contractual and non-contractual); 159 support staff, 26 teachers.

# Schools lettings agreement (1)

## Current scheme

- Applies to the hiring of school premises under two classification (A&B)
  - Class A: hiring that requires the supervision of a caretaker throughout.
  - Class B: hiring that requires additional work before and after but does not require supervision of caretaker throughout.
- Enhanced rates of pay for caretakers working unsocial hours as shown below.
- The scheme also specifies a minimum number of hours/payment depending on the type of hire.

Overtime rates	
Working time	Enhanced pay rate
Monday to Saturday	Time and a half
Sundays and bank holidays	Double time
Unsocial hours (1 hour after 8pm)	One fifth of hourly rate

# Schools lettings agreement (2)

## Proposed changes

- Onsite caretakers will receive payment for a minimum of 30 minutes at plain time.
- Offsite caretakers will receive payment for a minimum of 1 hour at plain time
- Cease all enhancement for all caretakers
- Cease payments for unsocial working hours

## Note:

Lettings payments 2017 – 2018			
Caretakers	Headcount	Lettings Enhancements	Headcount
Onsite caretakers	118	£47,311	27
Offsite caretakers	unknown	£18,623	23
<b>Total</b>	<b>unknown</b>	<b>£65,934</b>	<b>50</b>

# Engagement & Consultation

- Proposals are being developed in consultation with the schools Surrey Pay steering group, which includes
  - SCC HR & finance
  - Babcock HR
  - Senior Managers SCC schools & learning
  - School phase headteacher representative
  - School governor representative
- Monthly meetings with the trade unions; GMB, UNISON, NEU and NAHT.
- All updates and information relating to the review are published on a dedicated area of the council's external website and will be updated as the project progresses.
- Save the link below so you can keep up to date [www.surreycc.gov.uk/schoolsreward](http://www.surreycc.gov.uk/schoolsreward)
- Formal staff consultation will take place mid November to mid December 2018



# Available support

- Babcock Education HR support: Head Teachers/ School Bursars and School Business Managers may seek advice directly from their Babcock HR Consultant.
- Babcock HR Helpdesk mailbox: If you have any questions about the pay and reward review, please contact [EducationHR@babcockinternational.com](mailto:EducationHR@babcockinternational.com)
- Trade union contact details;
  - UNISON: Branch Secretary, Paul Couchman [Paul.Couchman@surreycc.gov.uk](mailto:Paul.Couchman@surreycc.gov.uk)
  - GMB: Branch Secretary, Tina Hood [Tina.Hood@surreycc.gov.uk](mailto:Tina.Hood@surreycc.gov.uk)
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