

Annex 1: Guidance on the Pay Exception Process

1. Using the pay exception process

The pay exception process has been introduced to allow Head Teachers and Governing Bodies to make written representations to the local authority because they wish to **pay for specific roles at a different pay level to the pay band for the evaluated grade** perhaps because of particular recruitment and retention difficulties or other business reasons. This process allows schools to articulate their concerns and intentions and receive appropriate and specific advice from Surrey County Council's Head of HR. It is hoped that this will ensure that governing bodies across the whole school sector receive consistent advice and there is pay equity for support staff across the maintained schools community

Any adjustments must be made for clear, sound business reasons, fully negotiated with the relevant trade union(s), monitored jointly and reviewed regularly. Therefore, any adjustment recommended by a school Headteacher must be supported by the governing body and subject to the following criteria:

- clear definition of the job or group of jobs affected
- evidence of pay-related recruitment and retention difficulties compared with other groups of staff, or with staff generally who are unaffected by the proposal, using the appropriate range of indicators, including:
 - turnover rates
 - number of responses to job advertisements
 - quality assessment of applicants and interviewees
 - comparison of competing employers' remuneration packages
- how the proposed adjustment will affect new and existing staff within the group including any appropriate protection arrangements
- clear process for conducting regular reviews of the need for the adjustment, and a strategy for its eventual withdrawal/elimination if the exceptional factors justifying the change are no longer relevant
- evidence of appropriate consultation with the union representatives of the staff involved and of other staff in that work area.

2. Process for introduction and monitoring of market supplements

The Headteacher would be required to make a business case to add a market 'premium' to the pay rate for such jobs. This could be done by adding a non-consolidated pay supplement to a single job or by uplifting pay bands for a whole set of jobs in a job family.

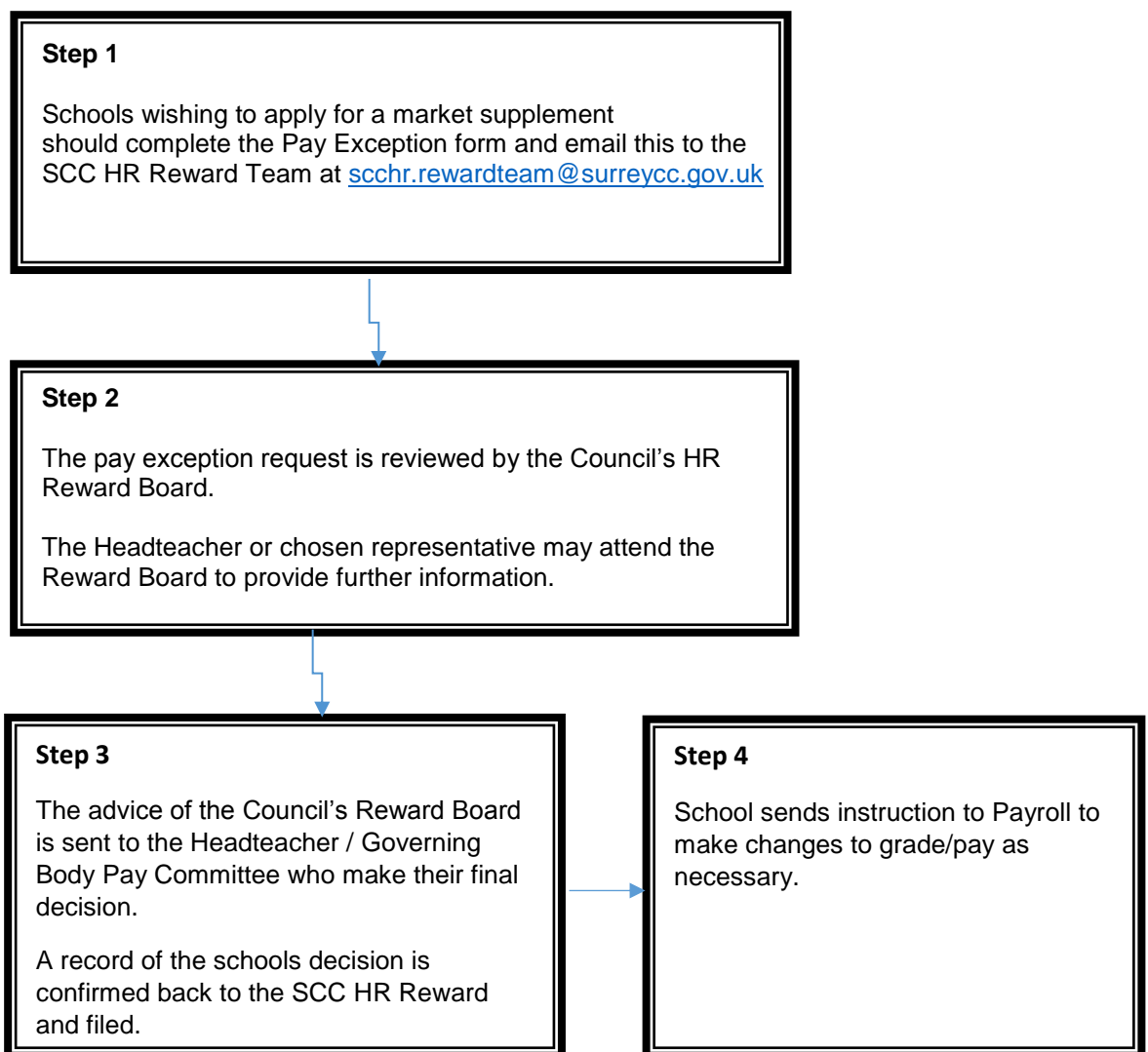
In all cases the business case will need to be supported by the relevant Governing Body Pay Committee and approved by the Council's HR Reward Board. All market supplements applied would need to be reviewed on an annual basis and withdrawn should the recruitment position improve.

Monitoring of market adjustments in operation would also be regularly undertaken centrally and will be reviewed in conjunction with independent line management and the relevant trade union(s).

In addition to the regular review of individual applications of this procedure, it is also open to further detailed discussion and to joint review with the relevant trade union(s) from time to time.

Schools must ensure that this process is incorporated into their pay policy.

3. Flow chart: process to follow for schools wishing to apply for a market supplement



Pay exception request form

Section 1: School Approval details

School Name	
Head Teacher Name	
Date form submitted to SCC HR Reward Team	

Section 2: Relevant Post holder(s) details

Post holder(s) Name	
Personnel number (s)	
Job Title	
Grade of role as determined by the Moderation Panel	

Section 3: Business case to support a Market Supplement

Proposed Market supplement amount	£ per month
Please set out the rationale for the Market Supplement by providing information under each of the below headings: 1. Pay benchmarking data (compare current pay to other authorities to justify paying higher) 2. Recruitment information & difficulties, including retention issues 3. Turnover & vacancy information 4. Absence levels, impacting on service delivery 5. Service delivery & budget impact 6. Other impact For example how the proposed adjustment will affect new and existing staff within the group including any appropriate protection arrangements	
Effective date:	
Confirmation Business Case has support from the Governors Pay Committee	Yes / No
Date of approval	

Please send this completed form to scchr.rewardteam@surreycc.gov.uk

Section 4: Outcome of the pay exception request

(to be completed by SCC HR Reward Team and returned to the school following the advice of the Council's HR Reward Board)

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Advice of Council's Reward Board given on
(date):.....

Final decision of Headteacher/Governing Body Pay Committee (date when form
returned to SCC HR Reward Team).....