

Surrey Pay Reward Strategy

Doing things differently

Staff Consultation Annexes



SURREY

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REWARD PRINCIPLES

This strategy is based on five key principles:

1. Transparent

Everyone can understand how their pay is calculated and also have clarity as to how they will progress up the pay scale.

2. Consistent and Fair

The proposals apply to all staff bringing many terms between schools and non-schools staff into line.

3. Simple

Staff will no longer need to go through lengthy pay review procedures and a simpler appraisal scheme will be introduced.

4. Affordable

The proposals are the best that can be achieved in the current financial climate.

5. Attracts and retains good staff

By having a simpler and more transparent pay approach, staff who join the council can see how their pay will progress going forwards.

OVERVIEW OF ALL PROPOSALS AND AFFECTED STAFF GROUPS
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We are proposing changes in core areas for the different staff groups as summarised in the table. Further details of all the proposed changes and how to provide feedback are set out in the next sections.

Proposal No.	Affected staff group	Category	It is proposed that:
1	Schools and Non-schools' Surrey Pay staff	Appraisals and performance related pay	From 1 April 2019 the direct link between the outcome of the appraisal process and pay progression is removed. (Please note performance related pay is only applicable to non-schools groups).
2		Pay models and pay progression	From 1 April 2019 all Surrey Pay employees must have a minimum of six months working at their current grade level to be eligible for pay progression, subject to scope within the range being available.
			1 April 2019 all Surrey Pay roles within the council will belong to a defined pay model and the process for individual pay progression is determined by that pay model.
			From 1 April 2019 the Surrey Pay grade PS15 moves from the job family pay model to the Leadership pay model.
			All Surrey Pay staff within schools will be mapped to either the spot salary pay model or job family pay model with effect from 1 April 2019.
			From 1 April 2019 the non-consolidated performance payment (NCP), currently available within non-schools will be extended to schools Surrey Pay staff

3		Surrey Pay bands and annual pay review	<p>From 1 April 2019 the following grade pay changes will apply:</p> <ul style="list-style-type: none"> • PS1; moves to a 'spot' pay rate • PS3; has two fixed pay points • PS4 to PS14; has six fixed pay points • PS15 to CEX; has a minimum and maximum pay range without any fixed pay points.
			<p>From 1 April 2019 the pay year for schools and non-schools Surrey Pay staff will be aligned to 1 April each year.</p>
			<p>From 1 April 2020, any proposed uplift as part of a 'pay award' review will take into account the NJC pay award for local government employees for all Surrey Pay fixed pay grades up to and including PS14.</p>
			<p>From 1 April 2020, any proposed uplift as part of a 'pay award' review for senior managers on grades PS15 and above will take into account the JNC pay award for Chief Officers pay for local authorities.</p>
4	Schools and Non-schools' Surrey Pay staff	Moving to the new pay arrangements	<p>From 1 April 2019, staff on grades 1/2 to 14 will move to the new job family pay model, to the nearest fixed pay point which is higher than their current salary.</p>
			<p>From 1 April 2019, for those staff who are currently on a career pay model/scheme, the percentage increase applied to their existing pay point will be applied to their salary. In addition, staff will move to the next fixed pay point, subject and scope within the grade pay range being available.</p>
			<p>From 1 April 2019, for senior managers on the leadership pay model, which will include grade PS15 and above, there will be no increases to salaries.</p>
			<p>On 1 April 2020 in addition to any national uplift to the pay points (as set out in proposal 3), all staff will progress to the next fixed pay point subject to performance and scope within the grade pay range being available.</p>
5		Work-base relocation grant	<p>From 1 April 2019 the relocation grant will be removed.</p>
			<p>Staff currently in receipt of such a grant will continue to receive it for the remainder of the protection period.</p>

6	Schools and Non-schools' Surrey Pay staff	Voluntary severance	From 1 April 2019 weekly pay for voluntary redundancy payments will be capped at £508 per week in line with redundancy payments legislation.
			There is a transitional period for proposed changes to voluntary severance; staff could still leave via voluntary redundancy between 1 April 2019 and 31 March 2020 where there is a formal agreement by both the council and the employee.
7	Schools' Surrey Pay staff	Sick pay	From 1 April 2019 all Surrey Pay support staff should benefit from the same support during sickness and have: <ul style="list-style-type: none"> • Three months' full pay and three months' half pay during sickness absence from the first day of employment; • Full pay where they are on a phased return to work; and • The opportunity for their managers to make a case to extend sick pay in special circumstances.
8		Enhancements for unsocial hours working	From 1 April 2019 schools adopt a 'seven day contract' for new Surrey Pay staff, this means that we will no longer pay enhancements or allowances for working evenings, nights, weekends, or bank holidays.
			For current staff where enhancements form part of their standard contractual working week that these payments are protected.
			On promotion to a new role or appointment to a temporary role, existing staff will be offered new terms without pay enhancements.
9	Recognition scheme	Staff currently in receipt of such a grant will continue to receive it for the remainder of the 3 years	
			The council's recognition award scheme is withdrawn from schools with effect from 1 April 2019.

10		School's letting agreement	<p>From 1 April 2019, the existing School's Lettings Agreement ceases and the following payments are applied to any staff undertaking school lettings:</p> <ul style="list-style-type: none"> • All enhanced rates of pay cease and time worked is paid at plain time, with; • a minimum of 30 minutes at plain time for on-site caretakers, and • a minimum of 1 hour at plain time for off-site caretakers.
11	All Surrey Pay staff, school teachers, centrally employed teachers and tutors	Car user lump sum	The phasing out of the car user lump sum from 1 April 2019 is extended to staff within schools and centrally employed teachers and tutors.
			A minimum SCC claimable business mileage of 1,500 miles is introduced for all staff before the car user lump sum can be claimed.
			From 1 April 2019, the car user lump sum will cease for new staff employed within schools, centrally employed teachers and tutors staff groups.
12	All staff groups	Monthly pay date	From April 2019, the monthly pay date is moved from the last Thursday of the month to the 22nd of each month.
13		Professional fees and Subscriptions	<p>From April 2019, the Council will no longer pay for employees memberships of professional bodies with the following exceptions:</p> <p>Where it is a statutory requirement that an employee is registered with a professional or regulatory body.</p> <p>Where an employee is undertaking sponsored training to obtain a professional qualification and membership of that body is required in order for them to undertake that course of study.</p>
14		Homeworking allowance	From 1 April 2019 the contractual home workers' allowance will be removed.

SUMMARY PAY MODELS 2019

Figure 1 - Summary of pay models for grades and job families

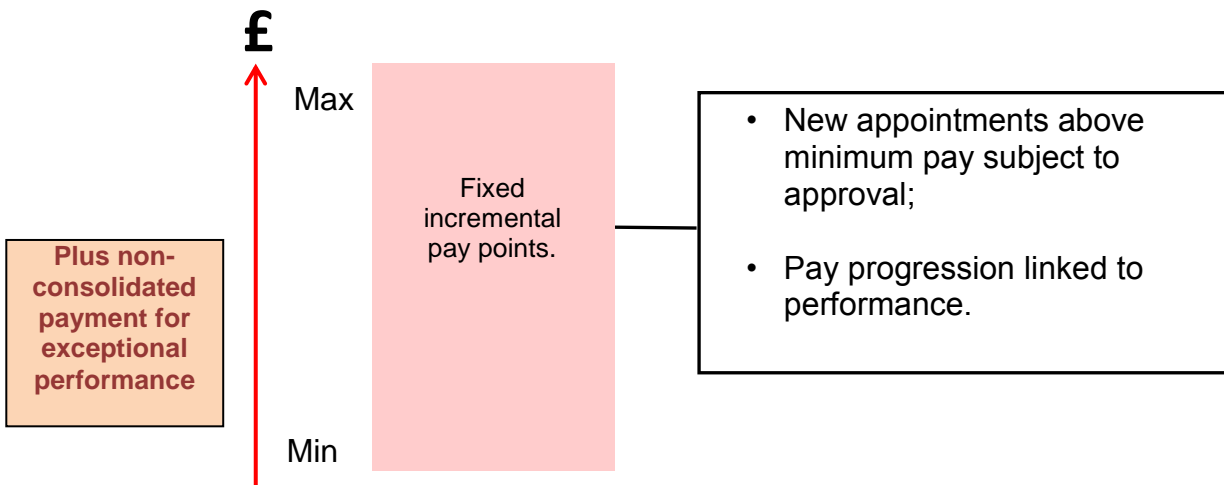
Grade	Generic Job Families						Occupational Job Families			
	Operational Services	Business Function	Public Engagement	Personal Care & Support	Regulation & Technical	Leadership	Children Learning and Education Support (CLES)	Social Wellbeing (Social Workers & Occupational Therapists)	Regulation & Technical Highways Transport & Environment (Career Scheme for Planners and Engineers)	Tutors
PS1/2	PS1/2	PS1/2	PS1/2	PS1/2			1/2CLES			
PS3	PS3	PS3	PS3	PS3			3CLES			
PS4	PS4	PS4	PS4	PS4	PS4		4CLES			
PS5	PS5	PS5	PS5	PS5	PS5		5CLES		Scheme 1 PS5HT	
PS6	PS6	PS6	PS6	PS6	PS6		6CLES		Scheme 2 PS6HT	
PS7	PS7	PS7	PS7	PS7	PS7		7CLES		PS7	Scheme 3 PS7HT
PS8	PS8	PS8	PS8	PS8	PS8		8CLES	PS8SC		PS8HT
PS9	PS9	PS9	PS9	PS9	PS9		9CLES	PS9SC		PS9
PS10	PS10	PS10	PS10	PS10	PS10		10CLES	PS10SC		
PS11	PS11	PS11	PS11	PS11	PS11		11CLES	PS11SC		
PS12		PS12	PS12	PS12	PS12		12CLES	PS12SC		
PS13		PS13	PS13	PS13	PS13		13CLES	PS13		
PS14						PS14				
PS15						PS15				
PS16						PS16				
PS17						PS17				
PS18						PS18				
CEO						CEO				

Key: Job Family Pay Model Career Pay Model Leadership Pay Model Spot Salary Pay Model

1. Job Family Pay Model

The majority of non-schools employees are in the job family pay model. The job family pay band structure comprises 12 grade salary ranges with fixed incremental points and employees are appointed on a fixed pay point. Any salaries for new starters above the bottom pay point are subject to approval.

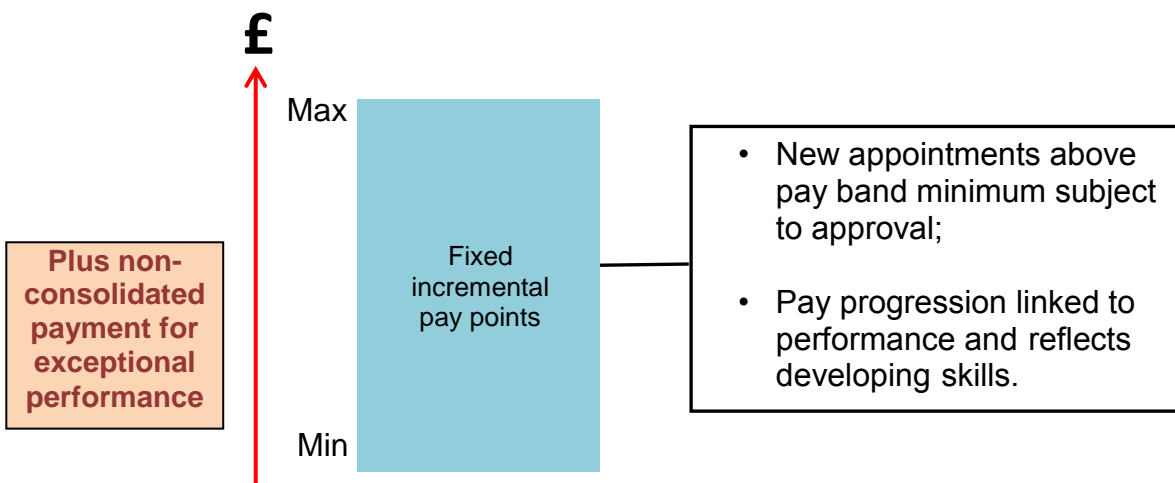
Figure 2 - Job Family pay model



2. Career Pay Model

The Career Pay Model may be applied to any roles where there is a business case approved.

Figure 3 - Career pay model



2.1 Social Wellbeing Career Pay Mode

The Social Wellbeing Career Pay Model applies to occupational therapists and social workers in both Adult Social Care and Children's Schools and Families and social care practitioners in Adult Social Care. This Career Pay Model consists of four fixed salary points at each grade level.

2.2 Highways, Transport & Environment Career Pay Model

The Highways, Transport & Environment (HT&E) Career Pay model applies to staff on the HT&E Professional Development Programme (PDP). Currently there are three schemes running;

- i Scheme 1 PS5HT - PS7
- ii Scheme 2 PS6HT - PS8
- iii Scheme 3 PS7HT - PS9

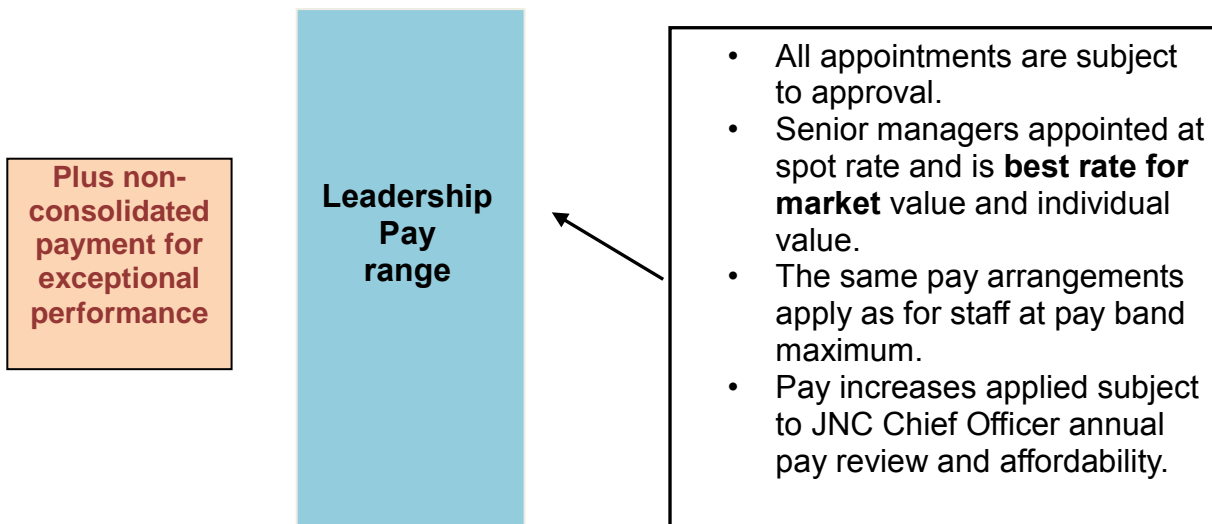
The pay model for each scheme comprises of three grades. The first two grades are career pay model grades with two incremental pay points and the third grade is a job family pay model grade which has six fixed pay points.

3. Leadership Pay Model

The leadership pay model applies to managers on grades PS15 and above.

Appointments will be made at a spot salary which provides a competitive market salary for the individual role, within the appropriate pay band range.

Figure 4 - The Leadership pay model

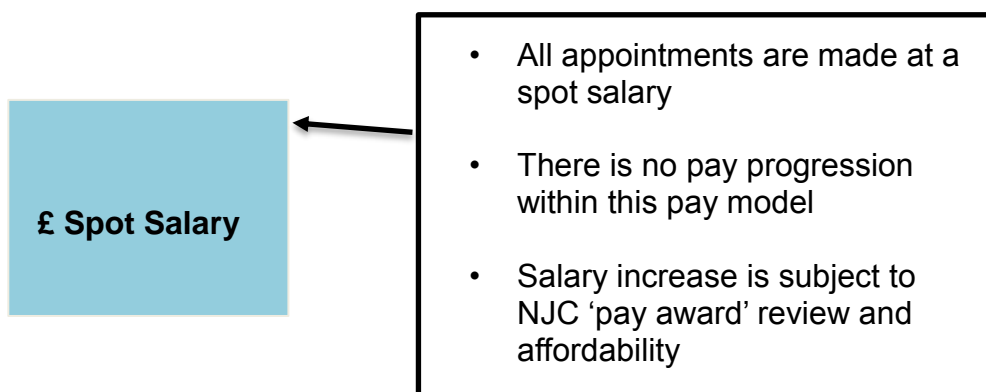


4. Spot Salary Pay Model

The spot salary pay model applies to staff on Surrey Pay grade PS1/2, surrey arts tutors and community learning and skills tutors. Appointments to this pay model are made at a spot salary which provides a competitive salary for the individual role.

There is no pay progression within this pay model. Salary may increase following a 'pay award' uplift applied as part of the annual review of Surrey Pay.

Figure 5 - Spot Salary pay model



**PROPOSALS FOR DETERMINING THE NON CONSOLIDATED (PERFORMANCE)
PAYMENT (NCP)**

1. The value of the non-consolidated payment is dependent on the amount the council is able to pay, and is likely to vary on an annual basis as determined by elected members. The payment may be expressed as a percentage of salary or flat rate subject to affordability.
2. If a percentage of salary is agreed for the NCP, the calculation of value will be based on basic pay gross earnings at the end of the appraisal year (31 March). So, for staff who have worked less than one year, the value will be increased as if they had worked a full year. Payment of the NCP will be in one payment at the start of the pay year, April.
3. All non-consolidated payments will be subject to tax and national insurance contributions. In addition under current Local Government Pension Scheme guidelines, these payments are also pensionable.
4. Payment of the NCP will require that the employee is still employed by the Council on 1 April following the end of the appraisal year in which an exceptional appraisal rating was attained.

PROPOSED SURREY PAY BANDS 2019/2020
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Table 1 - Job Family Pay Bands Schools and non-schools - 1 April 2019

Job Family	Pay Model	Grade	Pay Point 1	Pay Point 2	Pay Point 3	Pay Point 4	Pay Point 5	Pay Point 6
(1) Business Functions (2) Public Engagement (3) Regulation & Technical (4) Operational Services (5) Personal Care & Support (6) CLEs	Job Family Pay Model	PS1/2	£17,412	n/a	n/a			
		PS3	£17,934	£18,406				
		PS4	£18,710	£19,085	£19,466	£19,856	£20,253	£20,653
		PS5	£21,169	£21,593	£22,025	£22,465	£22,914	£23,367
		PS6	£23,951	£24,430	£24,919	£25,417	£25,926	£26,438
		PS7	£27,099	£27,641	£28,194	£28,758	£29,333	£29,912
		PS8	£30,660	£31,273	£31,898	£32,536	£33,187	£33,842
		PS9	£34,688	£35,382	£36,089	£36,811	£37,547	£38,476
		PS10	£39,630	£40,423	£41,231	£42,056	£42,897	£43,744
		PS11	£45,056	£46,183	£47,337	£48,521	£49,734	£50,711
		PS12	£52,232	£53,538	£54,877	£56,249	£57,655	£58,788
		PS13	£60,552	£62,065	£63,617	£65,207	£66,838	£68,151
		PS14	£70,196	£71,950	£73,749	£75,593	£77,483	£79,006
		Leadership Job Family	Leadership Pay Model	PS15	£79,389	Pay Range		
PS16	£90,470			£112,161				
PS17	£112,162			£134,594				
PS18	£134,595			£161,514				
CEX	£209,984			£232,683				

Table 2: Political Assistants – effective from 1 April 2019

Grade	Minimum Pay Point	Maximum Pay Point
PS9(PA)	£34,688	£34,986

Career pay bands

Table 3: Social Wellbeing* – effective from 1 April 2019

Job Family	Pay Model	Grade	Pay Point	Salary
Social Wellbeing	Career Pay Model	PS8SC		£32,211
		PS9SC	Pay Point 1	£34,688
			Pay Point 2	£35,951
			Pay Point 3	£37,213
			Pay Point 4	£38,476
		PS10SC	Pay Point 1	£39,630
			Pay Point 2	£41,001
			Pay Point 3	£42,373
			Pay Point 4	£43,744
		PS11SC	Pay Point 1	£45,056
			Pay Point 2	£46,941
			Pay Point 3	£48,826
			Pay Point 4	£50,711
		PS12SC	Pay Point 1	£52,232
			Pay Point 2	£53,432
			Pay Point 3	£55,617
			Pay Point 4	£58,788

*Applies to all Social Workers and Occupational Therapists.

Career pay bands

Table 4: Highways, Transport & Environment – effective from 1 April 2019

Scheme 1: PS5HT - PS7*

Job Family	Pay Model	Grade	Pay Point	Salary
Regulation and Technical	HT&E Career Pay Model	PS5HT	Point 1	£21,169
			Point 2	£22,268
		PS6HT	Point 1	£23,951
			Point 2	£25,195
	Job Family Pay Model	PS7	Min	Max
			£27,099	£29,912

Scheme 2: PS6HT – PS8*

Job Family	Pay Model	Grade	Pay Point	Salary
Regulation and Technical	HT&E Career Pay Model	PS6HT	Point 1	£23,951
			Point 2	£25,195
		PS7HT	Point 1	£27,099
			Point 2	£28,505
	Job Family Pay Model	PS8	Min	Max
			30660	33842

Scheme 3 PS7HT - PS9*

Job Family	Pay Model	Grade	Pay Point	Salary
Regulation and Technical	HT&E Career Pay Model	PS7HT	Point 1	£27,099
			Point 2	£28,505
		PS8HT	Point 1	£30,660
			Point 2	£32,251
	Job Family Pay Model	PS9	Min	Max
			£34,688	£38,476

*Applies to staff on the HT&E Professional Development Programme (PDP)

SICK PAY TRANSITIONAL ARRANGEMENTS

Schools Surrey Pay Review 2019/2020 Changes to Sick Pay Policy

Scheme Changes

1. Sick pay is made up of two elements:

- **Statutory sick pay (SSP)** is a statutory payment made on behalf of the Department of Work and Pensions (DWP). It is normally paid to eligible employees for up to 28 weeks from the fourth calendar day of illness. An employee's SSP entitlement depends on their earnings being above the lower earnings limit for national insurance contributions.
- **Occupational sick pay (OSP)** is a contractual arrangement which supplements statutory sick pay in order to maintain normal or half pay for a defined period during absence from work due to illness.

2. The new sick pay scheme offers all employees eligibility to occupational sick pay from day 1 of employment.

Table 1: New sick pay scheme

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

Calculation of Occupational Sick Pay

3. Occupational sick pay benefit is determined at the commencement of a period of sickness absence. The total months an employee has received OSP within the current rolling 12 month period is calculated in order to confirm the OSP balance for that period. See transitional arrangements below.
4. A working day is defined as a day where an employee is due to attend work – i.e. their scheduled working pattern. Occupational sick pay is payable from the first day of sickness absence. Thereafter, every calendar day for the duration of the period of absence is a qualifying day for OSP.

Sick Pay Extension

5. The Head teacher with the agreement of the governing body have discretion to extend sick pay for a further 3 months full pay and/or 3 months half pay on submission of a business case from the line manager.
6. Criteria for extension to sick pay
 - i The member of staff is engaged with their manager in discussing their sickness absence and potential return to work.
 - ii The employee is undergoing secondary health care treatment; or recovery from illness involving specialist practitioners.
 - iii Occupational health advice confirms there is a likelihood of a return to work in a reasonable timeframe.
7. Where discussions are taking place in relation to compassionate extensions due to chronic ill health, managers should seek further advice from their HR Consultant. A decision on compassionate sick pay extensions will be made on a case by case basis.
8. Extensions to sick pay can take into account illnesses where there are periods of remission and recurrence. An example would be where an employee is undergoing treatment for cancer.

Transitional arrangements from the current Sick Pay Scheme

9. If an employee remains absent due to sickness effective date of implementation.
 - Occupational sick pay benefit will continue under the previous sick pay scheme up to a maximum of six months full pay and six months half pay.
10. Occupational sick pay for all episodes of sickness absence commencing on or after effective date of implementation, will be recalculated in accordance with the new policy. Table 2a shows the current sick pay scheme and Table 2b illustrates the impact of the new sick pay scheme on transition based on employees' length of service.

Table 2a: Current sick pay scheme

Length of service	Full pay	Half pay
During 1 st year of service	1 month	2 months (after completing four months' service)
During 2 nd year of service	2 months	2 months
During 3 rd year of service	4 months	4 months
During 4 th and 5 th year of service	5 months	5 months
After five years' service	6 months	6 months

Table 2b: Transitional arrangements based on total absence in previous 12 months

Length of service (years)	Sick pay benefit taken in previous 12 months		Equivalent time taken (months)	Date of transition	Months equivalent absence under new scheme	Sick pay benefit on transition	
	Months Full Pay	Months Half Pay				Months Full Pay	Months Half Pay
> 5	6	6	12	2019 onwards	6 Months	0	0
4 & 5	5	3	8			0	0
3	4	4	8			0	0
> 5	2	0	2			1	3
4 & 5	2	0	2			1	3
3	2	0	2			1	3
2	2	1	3			1	2
< 1 - 1	3	0	3			0	3

Notes:

- Employees with over 3 years' service will continue to receive occupational sick pay for a maximum of 3 months full pay and 3 months half pay.
- Employees with up to 2 years' service (highlighted on table 2b) will continue to receive OSP until they have exhausted increased benefits under the new scheme.

11. When extended occupational sick pay has been exhausted, employees may access other applicable government benefits processed through the Department of Work and Pensions (DWP).

PROPOSED SCHOOL LETTINGS AGREEMENT

COMMUNITY USE OF COUNTY SCHOOL PREMISES WHERE THE LOCAL AUTHORITY IS THE EMPLOYING AUTHORITY

The Agreement

1. This is a local agreement between UNISON, GMB and Surrey County Council effective from 1 April 2019 and applies to caretakers in Surrey maintained schools
2. Surrey County Council the Head teacher and Governing body, having taken account of any views expressed by the caretaker, shall decide on:
 - a) Hiring of school premises
 - b) Hiring classifications
 - c) Caretaker overtime rates

Non- contractual hours

3. Work undertaken outside of normal working hours in respect of school lettings are considered non-contractual and will be managed based on the arrangements set out in this agreement.
4. Where it has been decided that a hiring will take place, the Head teacher will confirm whether the caretaker wishes to undertake the work. If the caretaker declines, the Head and Governing Body will make alternative arrangements.

Hiring classification

5. The hiring of schools premises is classified under two categories based on the level of caretaker supervision required:
 - i Class A
 - ii Class B
6. **Class A**
This category of hiring shall be agreed by the Head teacher and Governing body because the security risk of the use of the school will require the supervision of a caretaker throughout.

7. Class B

This category of hiring shall be agreed by the Head teacher and Governing Body, as a hiring requiring additional work before and after the hiring but not requiring the attendance of a caretaker throughout.

Unsocial hours and additional payments

8. All additional and unsocial hours worked will be paid at plain time subject to the following minimum payments:
 - a) Onsite caretakers will receive payment for a minimum of 30 minutes at plain time
 - b) Offsite caretakers will receive payment for a minimum of 1 hour at plain time

Two or more hiring on same day

9. In the event of two or more hiring's on the same day, payment shall be made for each separate hiring if these conditions are met;
 - a) the scheduled finishing time of the first hiring is earlier than the scheduled starting time of the second hiring.
 - b) the premises have to be secured between hiring

Duties of a Caretaker undertaking a Hiring

10. The caretaker is responsible for:
 - i Unlocking and for securing the premises, including extinguishing lights, heating, closing windows, doors etc. and tidying up to ensure that the premises are ready for school use.
 - ii The hirer should be shown the fire exits nearest to the room/s hired and instructed that if any accident occurs it must be reported to the school office and an accident report form completed as soon as possible.
 - iii Where the hirer provides additional staff to prepare for the use of the school premises, such staff shall be subject to the general direction and control of the caretaker.
 - iv The caretaker will give reasonable assistance within the terms of his employment to the hirer.
 - v The caretaker will ask the hirer or his delegate to sign the hiring form at the conclusion of the scheduled period to ensure agreement as to the number of hours and rooms in use.
11. In a Class A hiring, the caretaker will undertake normal duties with special attention being paid to security.