

IMPLEMENTATION OF NEW TERMS AND CONDITIONS OF EMPLOYMENT
(Including Pay and Grading arrangements)
Version 1.6 17th January 2023

Context and Purpose of this Document

- The Group plans to introduce new pay and grading arrangements incorporating new terms and conditions all linked to a job evaluation system. The purpose of this document is to set out the principles and processes by which these new arrangements will be implemented.
- Unions wish to achieve a collective agreement in relation to the introduction of new terms and conditions and their implementation. The agreement would incorporate an agreed pay award for 2022-23. The unions believe such an agreement can then be applied to all staff without individual consent.
- The Group is content to proceed to implement the new pay and grading arrangements and other changes to terms and conditions for staff falling within grades 1-6 and subsequently grades 7-11 based upon any agreement it can reach with the recognised trade unions. This approach would respond positively to the unions preferred approach.

Mapping and Job Evaluation

- Job evaluation requests can be made by postholders from January 2023. Depending on the volume of requests it may not be possible to deal with re-evaluation requests immediately but any positive impact of a re-evaluation will be back dated to the evaluation request date.

Job Evaluation Procedures

- The Group have established job evaluation procedures following consultation with its recognised trade unions. These procedures contain the following features or approach:
 - i. Recognition that jobs may evolve and change over a period of time, and sometimes this involves staff being asked to take on greater responsibilities or develop more skills. In other cases, the qualifications required for the job increase or change. Where these changes are significant, members would be entitled to have their job re-evaluated.
 - ii. A request for a re-evaluation would be accompanied by a new JD agreed with the line manager and a completed Job Evaluation Questionnaire.
 - iii. A Head of HR will determine whether the changes are sufficient to warrant a re-evaluation. Where the re-evaluation request is rejected at this stage an appeal against this decision can be made and will be considered by either the Director of HR or DCEO

- iv. Once through the initial stage the re-evaluation process may then involve a job evaluation meeting with the post holder, the job evaluator, a relevant manager and a trade union or workplace colleague.
- v. Following the collection of the re-evaluation information it will be evaluated by entry into the Gauge job evaluation system and a Job Overview report produced. The report will be sent to the postholder for comment and feedback. Further review will be made in the light of any feedback and the evaluator will finalise the job evaluation and issue the outcome to the post holder.
- vi. Appeal against a re-evaluation can be made in writing to the Director of HR setting out the grounds for the appeal.
- vii. As a first step, the appeal should be discussed with the employee, a representative of management and her / his union representative as soon as possible. A Head of HR will facilitate the meeting. If the appeal is not settled and / or withdrawn, a formal appeal must commence.
- viii. The appeal will be heard by a joint panel. The panel will consist of 1 representative from the recognised trade unions and 1 management representative, the Director of HR and/or DCEO one of which will chair the panel. The decision of the joint panel would be final.

Pay Supplements and Future Years including grade overlaps

The 2022-23 pay arrangements includes a commitment that all staff falling with grades 1-6 will be given at least a 2% consolidated increase. Where this cannot be achieved within the new grade for an individual a pay supplement will be added to bring the pay increase to 2%. Future year's pay proposals will not reduce the value of the consolidated salary level paid in 2022-23.

Pay proposals for subsequent years will specifically identify how the Group intends to deal with the supplements. The pay proposals for the year could be based on one of the following options:

- That the pay proposals would be applied equally to the pay supplement
- The pay proposal would include a separate proposal that were just applicable to the pay supplements

Because of the pay supplement there will be cases where the salary of some staff may be higher than the top of their grade or even that of another member of staff in the next grade. The consolidation of such a wide range of different pay arrangements, plus the need to increase pay, dictates that this is an acceptable short to medium term solution to the symptom of the situation, but one that the Group recognises may cause some upset and frustration for some staff.

The Group intends to manage this situation in three ways. Firstly, by utilising the mechanism described above to gradually and carefully bring pay for staff with a supplement in line with the maximum incremental salary for the grade over a period of time. Secondly, to recognise this situation in the pay proposals for grades 7-11 to be implemented on 1st August 2023. Finally, to cease any residual pay supplement made to individuals by 1st January 2026.

Allowances, Recruitment, First Aid, LW

Some staff are entitled to Allowances which are in addition to their salary. These Allowances include

- First Aid – For staff that act as first aiders
- Recruitment – To recognise specific difficulties in recruiting or retaining staff
- London Weighting (LW)

Other than LW the Allowances will continue to be applied to qualifying staff in addition to their salary. In the case of the First Aid allowance it is intended to standardise this allowance from 1st August 2023 by levelling upwards to the higher of the allowances currently paid across the Group.

From 1st August 2023 Annual pay awards would normally apply to Allowances. Where it is proposed to not increase Allowances by the same level as the annual pay award or where there is a need to apply a different approach to the Allowances this will be clearly set out in the annual pay proposals.

The new pay and grading arrangements will no longer contain a separate LW allowance. For staff that have their salary determined by salary values within Grades 1-6 will not have a separate LW allowance from 1st January 2023. For staff falling within grades 7-11 that continue to have a separate LW allowance, this will cease from 1st August 2023.

Pay for Grades 7-11

The Group has put forward proposals on pay and grading arrangements for staff falling within grades 7-11 with a view to agreeing new arrangements for implementation with effect from 1st August 2023. Once confirmed the arrangements will be implemented in accordance with this document.

Non-Pay Terms and Conditions

The Group will implement the following non-pay terms and conditions from 1st August 2023.

Contractual Hours	36	All staff
Holidays	45 days incorporating 5 Wellbeing days	Lecturers and Tutors
Holidays	42 days incorporating 5 Wellbeing days	Management - Grade 6 and above
Holidays	32 on start 36 days after 5 years incorporating 5 Wellbeing days	Grades 1 to 5 - Non-teaching
Efficiency closure days	7 to 8 days to facilitate a 2 week closure over the Christmas period	All staff
Scholarly Activity Days	0 days allocated on an individual basis	But clearly covered in planned Group and local college development days
Notice Period	1 Month	Grades 1 to 3
Notice Period	3 Months	Grades 4 to 11
Probationary Period	9 Months	All Grades

Agency and variable hours staff

For our agency staff the pay proposals will be applied in accordance with the Agency Workers Regulations.

Staff who are employed on the basis of variable hours terms will have the new pay and terms of conditions applied to the hours they work following the date of implementation. The implementation of the arrangements for these staff will be on the same basis as staff that are employed on permanent terms and conditions of employment.

Formalisation of changes

The Group will issue new contractual terms to replacement existing terms following the implementation of the new terms.