



# Southend East Community Academy Trust

“Strong Partnerships, Strong Community, Strong Schools”

## Single Status Transfer Agreement

2<sup>nd</sup> July 2018

Status : Statutory

Next revision due : September 2020

Reviewed and recommended  
by : Trustees

Signed by Chair :



## Agreed Single Status Payment Terms and Conditions for Non-teaching staff

Taken from the Community School Specific Addendum to the Single Status Local Agreement 2005 (amended 2006) for the Local Implementation of the National Single Status Agreement for Staff working within Southend-on-Sea Borough, updated with agreed changes.

Allowance	Conditions, Arrangements and Payments
<b>Grading Structure</b>	Staff salaries will be in accordance with the Grading and Spinal Column Points Structure set out in the Agreement.
<b>Bonus payments</b>	None - consolidated within pay structure.
<b>Overtime</b>	<p>Overtime <u>payable only on hours worked in excess of 37 worked per week</u>:</p> <p><u>Staff on Pay Level 7 and below:</u></p> <ul style="list-style-type: none"> <li>• Contractual overtime</li> </ul> <p style="padding-left: 40px;"><i>Time and a third (calculated on substantive salary for the post)</i></p> <ul style="list-style-type: none"> <li>• Non contractual overtime - <i>time and a third</i> (calculated on substantive salary for the post) <b>or</b> <i>time off in lieu</i> (equivalent to hours worked).</li> </ul> <p><u>Staff on Pay Level 8 and above:</u> Where agreed in advance</p> <ul style="list-style-type: none"> <li>• <i>time off in lieu.</i>(equivalent to hours worked)</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• Under Additional Payments Scheme* – <i>time and a third</i></li> </ul> <p>*See separate Additional Payments Scheme for schools.</p>
<b>Weekend working</b>	<ul style="list-style-type: none"> <li>• Contractual working pattern - <i>no additional payment.</i></li> <li>• Exceptional working i.e. not in contract of employment – <i>time and a third under Additional Payments Scheme*</i></li> </ul> <p>*See separate Additional Payments Scheme for schools.</p>
<b>Work on Bank Holidays</b>	SECAT Academies - Closed
<b>Night work</b>	<i>Time and a third between 10.00 p.m. and 6.00 am</i>

<b>First Aid Allowance</b>	A payment of £96 per annum.  Employees must hold an appropriate, up to date First Aid at Work Certificate and be designated by the relevant school as First Aiders and carry out the appropriate duties.
<b>Boot / Clothing Allowance</b>	No change to previous arrangements
<b>Special School Allowance</b>	None - consolidated within Single status pay structure.
<b>Swimming Pool Maintenance Allowance</b>	None - reflected in job evaluation outcome.
<b>Meal Allowance</b>	None - paid and reflected in job evaluation outcome.
<b>Qualification Allowance</b>	None - reflected in job evaluation outcome.
<b>Payments associated with Lettings duties</b>	No change to previous arrangements
<b>Car Allowances</b>	SECAT Academies adhere to the Southend rates – published annually
<b>Annual Leave</b>	See separate policy
<b>NJC standard working weeks per year pay calculator</b>	From 1 <sup>st</sup> November 2008 pay calculations across community schools are based on 52.1429 weeks per year.

**NB**

SECAT Academies have chosen to apply these terms and conditions and not make other payments except where these are in accordance with Borough Council Agreements such as the Additional Payments Scheme for schools.

## Pay Structure – With Effect from April 2016

Level 1	Level 2	Level 3
<b>SCP</b> 6 14,514 7 14,615 8 14,771 9 14,975 10 15,238	<b>SCP 8</b> 14,771 9 14,975 10 15,238 11 15,507 12 15,823	<b>SCP 10</b> 15,238 11 15,507 12 15,823 13 16,191 14 16,481

Level 4	Level 5	Level 6
<b>SCP 13</b> 16,191 14 16,481 15 16,772 16 17,169 17 17,547 18 17,891	<b>SCP 17</b> 17,547 18 17,891 19 18,560 20 19,238 21 19,939 22 20,456	<b>SCP 20</b> 19,238 21 19,939 22 20,456 23 21,057 24 21,745 25 22,434 26 23,166 27 23,935

Level 7	Level 8	Level 9
<b>SCP 26</b> 23,166 27 23,935 28 24,717 29 <u>25,694</u> 30 26,556 31 27,394 32 28,203 33 29,033	<b>SCP 33</b> 29,033 34 29,854 35 30,480 36 31,288 37 32,164 38 33,106 39 34,196 40 35,093	<b>SCP 40</b> 35,093 41 36,019 42 36,937 43 37,858 44 38,789 45 39,660 46 40,619 47 41,551

Level 10	Level 11	Level 12
<b>SCP 46</b> 40,619 47 41,551 48 42,474 49 43,387 50 44,328 51 45,254 52 46,201 53 47,085	<b>SCP 53</b> 47,085 54 48,026 55 48,973 56 49,956 57 50,960 58 51,979 59 53,012 60 54,080	<b>SCP 57</b> 50,960 58 51,979 59 53,012 60 54,080 61 55,157 62 56,261 63 57,387

## Appendix 4

<b>Community School Specific Addendum</b>
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Community School Specific Addendum to the Single Status Local Agreement 2005 (amended 2006) for the Local Implementation of the National Single Status Agreement for Staff of Southend-on-Sea Borough Council

Allowance	Current Arrangements	Revised Arrangements
<b>Bonus payments</b>	20%	Consolidated within new pay structure
<b>First Aid</b>	Amount varies from £250 to £70 depending on the school.	Harmonise with Council payment of £96 per annum. Payments in excess of £96 protected in line with Pay Protection Policy from 1/11/05.
<b>Overtime</b>	<p><u>Staff on scp 28 and below</u></p> <p>Monday – Saturday – time and a half Sunday and public holidays – double time</p> <p><u>Staff above scp 28</u></p> <p>Not applicable as per National Conditions. Extenuating/exceptional circumstances as per local agreements.</p>	<p>Harmonise with Council arrangements with effect from 1<sup>st</sup> November 2008. <u>Overtime payable only on hours worked in excess of 37 worked per week</u></p> <ul style="list-style-type: none"> <li>• Contractual overtime</li> </ul> <p>Time and a third (calculated on substantive salary for the post)</p> <ul style="list-style-type: none"> <li>• Non contractual overtime - time and a third (calculated on substantive salary for the post) <b>or</b> time off in lieu (equivalent to hours worked).</li> </ul> <p><u>Staff on L8 and above</u> Where agreed in advance</p> <ul style="list-style-type: none"> <li>• time off in lieu.(equivalent to hours worked)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Under Additional Payments Scheme* – time and a third</li> </ul> <p>*SBC APS will be reviewed for use in schools</p>

<b>Subsidised accommodation in school premises</b>	Varies from school to school. Some schools offer subsidised on site accommodation for caretaking staff, others do not.	No immediate change to arrangements. A review of arrangements across community schools will be carried out at a later date.
<b>Payments associated with Lettings duties</b>	No change to current arrangements	No change to current arrangements
<b>Special School Allowance</b>	£1162 wef 1/4/08 (pro-rata for part-time staff)	Consolidated within new pay structure.
<b>Swimming Pool Maintenance Allowance</b>	Where paid, £4.72 per week in season reduced to fortnightly during winter months.	Ceases to be paid and reflected in job evaluation outcome.
<b>Pay Protection</b>	Various arrangements across schools	Single Status pay protection arrangements will supersede all existing pay protection arrangements in place. Pay Protection will commence on 1 <sup>st</sup> November 2005.
<b>Meal Allowance</b>	Payable at one school only. £0.03 per meal (Calculated termly based on hours worked).	Ceases to be paid and reflected in job evaluation outcome.
<b>LSA Cover Supervision or Whole Class Cover</b>	Varies from school to school from a set amount per session to double time	Hourly rate as determined by the job evaluation outcome for the cover post.
<b>Qualification Allowance</b>	Varies from school to school	Ceases to be paid and reflected in job evaluation outcome.
<b>Pensionable Allowances</b>	Varies from school to school	Ceases to be paid and reflected in job evaluation outcome, or alternative arrangements to be made in case of personal liability insurance.
<b>Clerk to Governors Payments (where staff employed by the school)</b>	Varies from school to school	Hourly rate as determined by the job evaluation outcome for the post.
<b>Midday Staff Working year</b>	Paid over 48.1 weeks per year. Staff used to be paid a retainer for the summer holiday, this was removed some time ago and instead staff are paid over increased weeks per year.	No change to existing midday staff so long as they remain in the same post. The entitlement to 48.1 weeks will cease for middays taking up post from 1 <sup>st</sup> November 2008, from which date they should be paid for the weeks they are contracted to work.

<b>NJC standard working weeks per year pay calculator</b>	There is inconsistent practice across schools as to the standard number of working weeks used to calculate pay. NJC terms and conditions are based on, and SBC payroll use, 52.1429 weeks per year.	From 1 <sup>st</sup> November 2008 pay calculations across community schools will be based on 52.1429 weeks per year.
<b>Phasing Zones</b>	Phasing zones were in place in SBC from 1/11/05 to 15/11/06. This meant any increase in grade was phased in over a period of time and staff were placed on spine points below the normal minimum of their new grade.	Phasing zones are disregarded when placing staff on post-job evaluation spine points, as a 'simplified' backpay model has been used to calculate backpay.
<b>NNEB Nursery Nurses</b>	Historically paid over 52 weeks per year.	No change to existing nursery nurse staff so long as they remain in the same post. The entitlement to 52 weeks will cease for nursery nurses taking up post from 1 <sup>st</sup> November 2008, from which date they should be paid for the weeks they are contracted to work.
<b>Annual Leave</b>	4 weeks plus 2 stat days (22 days), or, 5 weeks plus 2 stat days (27 days)	A separate review will take place to align arrangements in schools with the current (more favourable) SBC arrangements, backdated to 1/11/05.
<b>JE Appeals Process</b>	None in place in schools	As notified to staff lodging a wish to appeal.
<b>Annual Increments</b>	Some schools have moved away from NJC terms and conditions which provide for annual increments on 1 <sup>st</sup> April each year up to the maximum of grades	In the interests of fairness and consistency incremental rises should be awarded, in line with national NJC terms and conditions, on 1 <sup>st</sup> April each year.

**NB** Part-time Staff are entitled to those enhancements only at times and in circumstances in which full time Staff in the same work situation would qualify. Otherwise a part time employee shall work a full working week before the enhancements apply (i.e. for overtime).

## Appendix for reference purposes

AMENDED JULY 2006 to include clarity of interpretation where required as a result of operational experience. These amendments to be effective from 1<sup>st</sup> November 2006. Collective Agreement for Local Implementation of the National Single Status Agreement for Staff of Southend-on-Sea Borough Council.

### **1. Introduction**

The statement below details an agreement of revised terms and conditions of employment to be effective from 1<sup>st</sup> November 2005.

These conditions supplement those set out by the National Joint Council for Local Government Services, (Green book) and replace all previous terms and conditions of those staff employed by Southend on Sea Borough Council on former APT&C or manual workers conditions (Purple and White books respectively). They also replace any local terms and conditions of staff previously employed by Essex County Council prior to Statutory Transfer Order in 1998.

### **2. Background**

With effect from 1<sup>st</sup> April 1997 an agreement was implemented between the National Employers and the trade unions to:

- (a) Introduce a new National Agreement in place of the APT&C handbook (purple book) and the manual workers handbook (white book). From 1<sup>st</sup> April 1997 this National Agreement consisted of a new handbook known as the green book.
- (b) Merge the existing negotiating machinery for APT&C and Manual workers. The Agreement provided for harmonisation to a standard 37 standard working week. This is already in place within Southend-on-Sea Borough Council.

Local Authorities were also required to review grading structures. The agreement recommended the use of job evaluation for this and contained a recommended scheme. Southend-on-Sea Borough Council in consultation and agreement with the Trade Unions adopted the National Scheme for posts up to and including SO grades i.e. up to and including SCP 34). The HAY scheme was adopted for posts graded above SO grades i.e. SCP 35 and above.

The National Agreement identified a number of key national conditions of service and allowed for a number of other conditions of services, notably enhancements for non-standard working hours i.e. shift working, standby duty, irregular hours working to be determined locally. It also enabled inclusive rates of pay to be negotiated locally.

The following identifies conditions of service and implementation arrangements that have been locally agreed for relevant staff.



### **3. Local Agreement**

The local Collective Agreement as set out in this document fundamentally changes the remuneration package for staff affected by the job evaluation exercise. They have been subject to consultation with officials of UNISON, GMB and TGWU as well as consultation with staff generally. This agreement has the status of a local Collective Agreement amending the terms of employment of relevant staff within the terms of their existing contracts of employment. Any terms and conditions not specifically referred to in this agreement will still be subject to National Terms & Conditions.

### **4. Scope of this Agreement**

This agreement covers all staff employed by Southend-on-Sea Borough Council with the exception of Chief Officers, staff on the current senior management grades as evaluated by HAY, Craft, Teachers, Youth Workers, Soulbury and Births, Death and Marriages statutory staff.

Community schools will be bound by the principles of this agreement of the where they employ staff under the NJC conditions for local government staff. This process is currently being agreed in full consultation with the trade unions.

SECAT has agreed to adopt this agreement.

### **5. Implementation date**

The terms of this agreement will take effect from 1<sup>st</sup> November 2005. However separate arrangements have been agreed with the trade unions to recognise the period of time it has taken to conclude this exercise.

### **6. Grading Structure**

The grading structure will apply to all staff affected by this agreement.

#### **Career grades**

Career grades may exist only where they are supported by demonstrable and appropriate criteria. Current career grades/linked grades will therefore cease where the above is not met.

### **7. Pay Awards**

Nationally negotiated cost of living increases will continue to apply with the exception of those affected by the Pay Protection Policy. However, Southend Borough Council may choose to pay above this if appropriate and as a result of negotiation with the Trade Unions.

## **8. Working Patterns/Allowances**

The standard working hours for full time staff is 37 hours per week. All staff are paid monthly and by BACS transfer.

The normal working week will be the working week or regular work pattern defined in the contract of employment. Additional payments for weekend, shifts or other nonstandard work patterns will only apply if specifically referred to in this Agreement.

## **9. Staff Temporarily Undertaking Higher Level Responsibilities**

An employee who for any reason other than annual leave of another officer, is called upon at the request of the Chief Officer of his/her department to undertake the duties of a higher graded post for a continuous period of at least 4 weeks, may receive a payment to reflect the additional duties and responsibilities under the Additional Payment Scheme. This qualifying 4-week period will be disregarded if the acting up duties are required in order to comply with statutory requirements.

## **10. Future Evaluations**

Future evaluations will only be considered on the basis of:

- A post being newly created  
or
- Service/team restructuring  
or
- Where a substantial change in job requirements has occurred.

It is envisaged that posts that have significantly changed during the life of this project will be picked up through the Appeals process.

20 October 2006