

Pay Policy

1. Context

East Kent Colleges Group is a family of six community-based colleges and one business unit across East Kent. Employing over 1,400 staff we are a significant employer with our people at the heart of what we do. Committed to developing an exceptional staff body we aim to be an inclusive, fair and transparent employer with our approach to pay epitomising this.

2. Introduction

With our people at the core of our success the Pay Policy provides a transparent, fair and consistent approach to how we pay staff for what they do and in doing so ensures full compliance with our Equal Pay Policy (appendix A).

With a clear commitment to pay the best rates we can within the budget available we aim to offer competitive salaries that enable us to recruit and retain good staff. It is important to us that roles of equal value are paid the same irrespective of where they are based or who is in the role and this Policy aims to provide clarity around how we will do this.

3. Pay Scales

The significant volume of roles within the EKC Group have a fixed-point salary determined through the group's job evaluation process. These salaries are consistently applied across the organisation.

The roles that have pay scales are as follows:

Lecturer / Teacher / Specialist Tutor

Point 1	Scale Point 31
Point 2	Scale Point 37

Assessor / Trainer

Point 1	Scale Point 31
Point 2	Scale Point 35

Policy Owner: CEO

Approving Body: Business Committee

Stage of approval: Approved

Date of approval: June 2024

Programme Director

Point 1	Scale Point 40
Point 2	Scale Point 44

Scale point increases are not contractual and are not automatic. It is at the discretion of the Governing Body as part of the annual pay award review to agree whether incremental points are awarded in any given year.

Staff who have completed at least one additional year of service are eligible for the scale point increase, subject to the discretion of the Governing Body through the annual pay award review.

For any avoidance of doubt the reference date for any scale point increase is 1 August and the employee must have been employed at least on 1 August or before that date in the same role.

The expectation is for staff to commence employment on the lowest scale point any exception to this would be at the sole discretion of the CEO.

4. Career Families

All EKC Group contracted roles will be assigned a career family. These families are designed to show potential lines of progression and to clearly show how salaries and terms and conditions vary depending on job role within a career family. The career families are as follows:

- Education Support
- Location Services
- Group Services
- Teaching
- Training and Assessing
- Education Leadership and Management
- Education Support Leadership and Management
- Location Services Leadership and Management
- Group Services Leadership and Management
- Nursery
- Yarrow Hotel
- Other

Policy Owner: CEO

Approving Body: Business Committee

Stage of approval: Approved

Date of approval: June 2024

5. Salary Review Process

Salaries for posts with a fixed point will be determined through the Group's job evaluation process. Any changes to job descriptions that could affect the salary point will need to be approved in the first instance by the CEO.

Requests for a review of the fixed point assigned must come through the respective Principal/Director to the Chief People Officer. Staff wishing a review to be undertaken should raise this in accordance with the Job Evaluation Procedure.

Job evaluation will be undertaken by a panel of at least three members namely:

Chair – Chief People Officer

Up to two members from the Group Leadership Team or Independent Advisor.

A representative from the Group's recognised union (UCU) will be invited to attend all panels.

All panel members will be trained in the relevant evaluation process.

6. Pay protection

EKC Group is committed to pay rates that reflect the level of duties and responsibilities of the role and not the performance of individuals. This ensures consistency and equity in our approach to pay rates and as such no forms of pay protection are recognised.

7. Temporary Uplifts

Temporary uplifts will occur when members of staff are asked to step into a higher-level role for a temporary period. The salary they attract will reflect the level of duties and responsibilities undertaken for the period they are undertaken.

Any such uplifts for staff who sit on the Group Leadership Team must be approved by the CEO.

8. Discretionary Pay Awards

Policy Owner: CEO

Approving Body: Business Committee

Stage of approval: Approved

Date of approval: June 2024

It is at the discretion of the Governing Body to determine any discretionary pay awards above £1,000 per member of staff.

The CEO has the discretion to agree pay awards up to and including £1,000 per member of staff.

9. Overtime and other payments

EKC Group is committed to ensuring a healthy work life balance and does not condone overtime working above full-time hours for any sustained period of time.

Additional payments can be made to staff in the following circumstances:

1. Temporary increase in hours for part time staff, these will be paid at their normal hourly rate and will be authorised by the respective budget holder.
2. Overtime payments will only be paid in exceptional circumstances and only when it has not been possible for full time staff to take time back for the extra hours worked. Overtime should not be paid on a regular basis and for no longer a period than three months. All overtime must be approved by the respective Principal/Director and will be paid at time (unless otherwise stated in an employee's contract).
3. Call out payments apply to certain roles and are covered by respective contracts of employment.
4. Additional one-off payments will be paid for first aiders, the rate for which will be determined by the CEO.
5. With the exception of Yarrow staff, work undertaken on a Bank Holiday should be recompensed through time taken back or pay at time and a half.
6. Any time taken back for extra hours worked should be agreed in advance and taken within 4 weeks.

10. Pay errors and overpayments

EKC Group strives to ensure all staff are paid correctly and on time and as such undertakes a monthly pay roll check to minimise the potential for errors.

In the event an error in pay has taken place People Services will be informed in the first instance and will liaise with the member of staff to determine:

Policy Owner: CEO

Approving Body: Business Committee

Stage of approval: Approved

Date of approval: June 2024

1. Should the member of staff have reasonably known of the error yet failed to flag it.
2. Did the member of staff identify the error and no action was taken.
3. Is the error one that the member of staff could reasonably not have identified.

If 1 above applies, then full reimbursement from the member of staff would be pursued and payment terms agreed. This could include deducting the full amount of overpayment from their next monthly payment.

For any member of staff leaving the organisation full repayment would automatically be sought from their final pay.

If 2 or 3 applies then consideration would be given as to whether full repayment was sought, whilst People Services would put forward a recommendation the final decision would rest solely with the CEO.

For any underpayments all outstanding pay will be processed in the next available month or earlier if requested.

11. Associated Policies and Procedures

- Attendance Policy
- Wellbeing Policy
- Recruitment Policy
- Job Evaluation Procedure

Appendix A

STAFF EQUAL PAY POLICY

POLICY STATEMENT:

The Corporation recognises its duty and supports the principle of equality in employment and as part of that principle will ensure that all staff, regardless of their sex, receive equal pay. This will ensure the Corporation complies with UK and European legislation and also demonstrates a duty and belief of fairness for all. The Corporation will follow processes that aim to eliminate any actual or potential discriminatory practices in relation to pay and any sex bias in its pay systems.

PROCEDURES:

1. Scope

Equal pay demonstrates a commitment to fairness and forms part of the benefits of working for East Kent Colleges Group. Throughout this document, pay is taken to include basic pay, pensions, sickness, additional payments, annual leave and all other contractual payments and benefits.

The Group undertakes to ensure that equal pay principles will apply to all employees.

To comply with the Equality Act 2010 and other relevant legislation, the College has identified measures to avoid the existence of pay differences between male and female employees.

Where appropriate, the Group will adopt appropriate action plans to review its policies and practices and ascertain if they are contributing to any identified pay inequalities.

2. Equal Pay

2.1 Staff have a right to receive equal pay in their contract of employment where they are employed on

- 'like work'
- work rated as 'equivalent'
- work of 'equal value' (also referred to as equal work)

Please see additional notes and guidance for further information on this terminology. In order to bring a claim for equal pay under the Equality Act 2010, a claimant must identify an actual comparator of the opposite sex. The comparator must be in the 'same employment' as the claimant. Please see additional notes for guidance on this terminology. It is in the overall interest of the Corporation, and good business practice, that pay is awarded fairly, equitably and not on an arbitrary basis. It is recognised that in order to achieve equal pay for employees, the

Policy Owner: CEO

Approving Body: Business Committee

Stage of approval: Approved

Date of approval: June 2024

Corporation should operate a pay system which is transparent, based on objective criteria and free from bias.

2.2 In order to achieve and maintain equal pay, the Corporation will:

- Have a transparent pay system, which all staff are informed of in terms of what pay points apply throughout the Colleges and where they are placed on the pay point scale.
- Ensure all part time, temporary and agency workers are covered by the pay policy, and not treated any less favourably.
- Reward fairly and equitably all staff, ensuring no-one is disadvantaged because of career breaks linked to caring responsibilities.
- Evaluate and grade all new posts in accordance with clearly defined processes.
- Benchmark pay on an annual basis.

2.3 A College may legitimately pay comparable staff differently, however they must be able to show that this is due to a “material factor, such as different hours of work, market forces or rewarding productivity and these roles must be taken through the evaluation process, led by Group HR to ensure a fair process is applied.

3. Key Elements

The Corporation will seek to avoid unfair discrimination and ensure that it awards equal pay, in all aspects of its business, including recruitment and promotion of its employees.

The Corporation has the objectives of eliminating any unfair, unjust or unlawful practices that impact on pay as well as take any appropriate remedial action as and when necessary.

To attain its objectives, key approaches taken by the Corporation will include:

- Providing training for managers and all staff involved in determining pay
- Keeping employees informed about how practices used by the College to determine pay point scales actually work, as well as any monitoring of pay statistics and equal pay reviews undertaken by the College
- Plan and implement actions in consultation with relevant trade union/employee representatives
- Respond to any grievances raised on equal pay issues
- Ensure transparency in determining evaluation criteria for pay point scales
- Evaluation of posts to determine appropriate pay scales
- Monitoring of applications for jobs to determine whether jobs applied for by women are being appointed at lower pay points and to devise remedial action plans if so required

4. Complaints

Policy Owner: CEO

Approving Body: Business Committee

Stage of approval: Approved

Date of approval: June 2024

The Corporation will provide a supportive environment for staff who wish to make a claim of pay inequality. Employees should initially raise an equal pay claim through the College's grievance procedure.

A claim for equal pay can be brought at any time during the employment, irrespective of employees' length of service for the Corporation

Any claim for equal pay brought by an employee under the Equality Act 2010 does not prejudice any right they may have to bring a sex discrimination claim under the same Act.

Additional Notes and Guidance

A. Like Work

There are considerations to be made when determining 'like work'.

It must firstly be established whether the two comparators are employed in work that is the same or of a broadly similar nature. This involves a general consideration of the work and the knowledge and skills needed to do it.

If the work is broadly similar, a second point to be clarified is whether any differences between the individual's work and that done by the comparator are of practical importance having regard to

- The frequency with which any differences occur in practice, and
- The nature and extent of those differences

It is for the employer to show that there are differences of practical importance in the work actually performed. Differences such as additional duties, level of responsibility, skills, the time at which work is done, qualifications, training and physical effort could be of practical importance.

A difference in workload does not preclude a like work comparison, unless the increased workload represents a difference in responsibility.

The following should be considered to determine whether or not employees are performing like work:

- Comparison of employees at the same grade
- Comparison of jobs above and below grade boundaries
- Occupational banding or zoning
- Looking behind job titles to determine the nature of work; jobs could be like work even when they first seem dissimilar.

B. Equivalent Work

Work is rated as equivalent if the employer's job evaluation study gives equal value to their work in terms of the demands made on the employee, by reference to factors such as effort, skills and decision making.

Because the focus is on the demands of the job rather than the nature of the job overall, jobs which may seem to be very different, may be rated as equivalent. The Group job evaluation scheme is careful to not be influenced by gender stereotyping or assumptions about work.

C. Equal Work

Equal pay can be claimed if it can be shown that work is of an equal value in terms of the demands made on the individual. The work can be different but regarded as being of equal worth, having regard to the nature of the work performed, the training or skills necessary to do the job, the conditions of work and the decision-making that is part of the role.

The most reliable and objective approach to determining equal value is to use a single job evaluation scheme designed and implemented to take account of equal value

considerations and specific job population and should include effort, skills, decision and responsibility. The Group has a scheme which fits this appropriately.

Employees can obtain further information about their rights to equal pay from the Equality and Human Rights Commission. The website address is

<http://www.equalityhumanrights.com/>