



Policy on Pay

New College Durham is committed to safeguarding & promoting the welfare of vulnerable groups and expects all staff and volunteers to share this commitment.

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Owning Directorate	Corporate Services
Owning Department	Human Resources
Directorates and Departments affected by this Policy	All staff
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New College Durham

Pay Policy

(Equality and Diversity Assessment)

We will consider any request for this Policy to be made available in an alternative format.

We review our Policies regularly to update them and to ensure that they are accessible and fair to all. All Policies are subject to Equality Impact Assessments. Equality Impact Assessments are carried out to see whether the Policy has, or is likely to have, a different impact on grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

We are always keen to hear from anyone who wants to contribute to these Impact Assessments and we welcome suggestions for improving the accessibility or fairness of the Policy.

To make suggestions or to seek further information please contact:

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Equality Impact Assessment: December 2023

New College Durham

Pay Policy

1. Introduction

- 1.1 New College Durham has adopted the procedure set out in this Policy to ensure a fair, equitable and transparent process in relation to the pay and remuneration of staff.
- 1.2 Through the application of this Policy, the College will ensure that it complies with prevailing employment legislation.
- 1.3 Under the College's Articles of Government, the Corporation is responsible for
 - the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the Senior Postholders and the Clerk;

And

- setting a framework for the pay and conditions of service of all other staff.

The Principal is delegated by the Corporation responsibility for the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Corporation, of the pay and conditions of service of staff, other than the Senior Postholders or the Clerk. Additionally, the designation of a post as Senior Postholder is the responsibility of the Corporation.

- 1.4 The College will abide by the guidance set out by the 'Committee on Standards in Public Life' (the seven principles of public life) and the AoC's 'Senior Post Holder Remuneration Code'.

2. Aims

- 2.1 The College will use this Policy to:
 - ensure that decisions on pay and remuneration are fair, equitable and defensible;
 - provide clarification on the College's job evaluation methodologies, grades and scale points;
 - provide processes to allow flexibility in the determination of pay and remuneration in order to attract staff to meet the operational needs of the College.

3. Job Descriptions and Person Specifications

- 3.1. All posts at the College have a Job Description (JD) and Person Specification (PS).

On appointment employees are given direct access to the JD and PS of the post that they have been appointed to via the College intranet. The JD and PS outlines the:

- key roles and responsibilities of the post;
- key task areas;
- qualifications and skills required for the post.

The JD is not intended to specify every duty required of a post, simply to provide an indication of the key roles and responsibilities.

- 3.2 All JDs may vary and therefore include the following statements:-

‘Any other duties commensurate with the grade and status of the post’

And

“Variation in the role:

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff”.

Employees are required to sign a declaration accepting the post and the associated JD and PS.

- 3.3 As an integral part of the annual appraisal of staff, a review of the JD and PS will be undertaken by both the post holder and the line manager. Any amendments made to the JD and PS should be clearly identified to the HR Department. Where such amendments are agreed, the HR Department will issue a new JD and PS to the member of staff and ensure that the JD and PS on the personal file and on the College intranet are amended. All JDs and PSs are dated.
- 3.4 The College occasionally undertakes the reorganisation of functions, which may result in changes to employees’ JDs and/or PSs and, potentially, redundancy. In such circumstances the College will ensure that the relevant JD and/or PS is made available to those employees directly affected by the reorganisation. In determining relevancy in this context, the College will ensure that employees are considered for those role(s) for which they meet the essential criteria and are considered to be suitable alternative employment.
- 3.5 The College will provide an employee with access to the JDs and PSs of every post within the reorganisation. However, where staff are at risk of redundancy they will only

be considered for post(s) where they meet the essential criteria of post(s) which are considered as suitable alternative employment and comparable with their current role.

- 3.6 Where changes are made to a JD and/or PS, whether through the appraisal process or at any other time, these are subject to approval from the relevant Director or Assistant Principal of the area. Where individual duties are amended, the employee may perceive that these changes are sufficient to warrant utilising the College established job evaluation process. The College is keen to encourage staff to submit a job evaluation request in such circumstances and has developed a Job Evaluation Appeal Process to guide staff through the process, a copy of which is located on the College intranet.

4. Pay Grades and Scales

4.1 Job Evaluation Schemes

The College currently uses two analytical Job Evaluation Schemes:

4.1.1 Job Evaluation Scheme for Managerial* and Support posts

The College uses the Gauge Job Evaluation Scheme to evaluate managerial* and support posts. Any new Managerial* and Support posts established by the College are evaluated under this scheme.

Further details of this scheme can be found on the College intranet.

For any member of staff, whose post has been evaluated under the above scheme, who believes that their role has gained significant responsibility or that the evaluation missed an important factor/responsibility they should consider utilising the College's Job Evaluation Appeal Process to seek a re-evaluation.

*excluding those posts detailed in (4.1.2) below.

4.1.2 Job Evaluation Scheme to evaluate Senior Post Holders/Managerial Posts on the Senior Executive Group

The College uses HAY Job Evaluation Scheme to evaluate all Senior Post Holders/Managerial Posts that form part of the College's Senior Executive Group. Any new Senior Post Holder/Managerial Post that is included on the Senior Executive Group will be evaluated under this scheme.

Further details of this scheme can be found on the College intranet.

For any member of staff, whose post has been evaluated under the above scheme, who believes that their role has gained significant responsibility or that the evaluation missed an important factor/responsibility they should consider utilising the College's Job Evaluation Appeal Process to seek a re-evaluation.

4.1.3 Academic Posts

Academic posts are reflective both of the needs of the College and those key recommendations detailed in the Modernising Pay Arrangements of 2006. The College will evaluate any academic post using the Gauge Job Evaluation system on receipt of a Job Evaluation appeal from an Academic member of staff.

4.2 . Managerial* and Support Pay Scale(s)

- 4.2.1 The College has an established set of grades and scale points for College Managerial* and Support posts. The grade, scale point, annual salary and hourly rate can be found on the College intranet site.
- 4.2.2 The emoluments of senior post-holders and other higher paid staff are disclosed in the College's Annual report and Financial Statements. These emoluments, which are gross employee costs plus any benefits in kind, are reported against £10,000 salary band ranges.
- 4.2.3 Normally a grade comprises of three scale points. However in exceptional cases the College may decrease the number of scale points within an established grade, for example grade A has one scale point following the removal of the two lower scale points to respond positively to the College's commitment to the Living Wage Campaign.
- 4.2.4. When appointed to a Managerial* and Support post, an employee will normally commence at the bottom scale point for the grade and receive an annual incremental pay rise on 1st August until they reach the top scale point of the grade. For Managerial and Support staff, progression up the pay scale will be subject to the employee completing, in accordance with College policies:
- an annual appraisal;
 - a CPD/professional development log
- 4.2.5 In order to qualify for such an increment an employee must have a minimum of six months continuous service after date of commencement of employment in that post. Where employment in the post commenced after 1 February the incremental progression will not be paid in the August of the year the employment commenced.
- 4.2.6 Where an employee has been paid a higher salary at a previous organisation, immediately prior to taking up post at the College, the College may consider appointing on a higher scale point, subject to approval by the Director of Human Resources and Corporate Services.
- (*Excluding those posts detailed in 4.1.2).

4.3 Academic Pay Scales

- 4.3.1. The College has an established set of grades and scale points for College Academic posts. The grade, scale point, annual salary and hourly rate can be found on the College intranet site
- 4.3.2 For staff appointed to an academic post within the 'Teaching and Training' pay scale (TT01-TT07) the HR Department will undertake a salary assessment to determine the appropriate starting salary.
- 4.3.3. Where an employee has been paid a higher salary at a previous organisation immediately prior to taking up post at the College, the College may consider appointing them to a higher scale point, within the agreed grade for the post. This is subject to the approval of the Director of Human Resources and Corporate Services.
- 4.3.4. Where an appointment is made to an academic post within the 'Advanced Teaching' pay scale (AT01- AT03), an individual will normally be appointed to the bottom scale point of that pay scale. Where an employee has worked for a higher salary at a previous organisation immediately prior to taking up post at the College the consideration detailed at paragraph 4.3.3 may be applied.
- 4.3.5. A single increment is normally payable on 1 August each year, until the maximum of the pay scale is reached. In order to qualify for such an increment, there is a requirement for a minimum of six months continuous service after date of commencement of employment. Where employment in the post commences after 1 February the incremental progression will not be paid in the August of the year the employment commenced. For academic staff, progression up the pay scale will be subject to the employee completing, in accordance with College policies:
- an annual appraisal;
 - a classroom observation;
 - a professional development log
- 4.3.6 Both Academic Pay Scales include one discretionary scale point. (TT08 and AT04) Progression to these discretionary points is not achieved by the process detailed in 4.3.5. These discretionary scale points are used for post(s) that have identified additional responsibilities, for example Curriculum Champion posts. Where such posts are established they will be advertised using the College's prevailing Recruitment and Selection Procedure.

4.4 Supply Pool

The College has a number of hourly pay rates for work undertaken via the College's Supply Pool. These rates are aligned to the grades and scale points of those pay scales detailed in 4.2. and 4.3.

Details of the supply pool hourly pay rates are detailed within the Supply Pool Terms and Conditions and are also published on the College intranet.

In exceptional cases the College may consider applying a Market Rate Supplement (MRS) to an established supply pool hourly rate, to reflect a realistic market rate for specialised teaching. Such consideration would be in accordance with Section 7 detailed in this Policy.

4.5 Visiting Lecturers

Occasionally, there is a need to deliver specialist teaching, and in these instances the established supply pool rates may not be sufficient to attract a suitable qualified/experienced member of staff to deliver this specialist teaching, (e.g. General Practitioners delivering on the College's Early Years and Care provision). In these circumstances a visiting lecturer rate will be agreed with the Director of Human Resources and Corporate Services for each individual booking.

The rate will reflect the realistic market rate for this work.

In one academic year, no individual can undertake more than ten sessions as a visiting lecturer without the approval of the Director of Human Resources and Corporate Services.

4.6 External Examiners

The College may need to engage with external examiners. Where an individual is engaged on this basis the College will make an annual lump sum payment on the receipt of an annual report from the external examiner. Additionally, the College will reimburse relevant expenses/travel costs.

Details of this payment are published on the College intranet.

4.7 Apprentices

The College employs a number of apprentices engaged in work based training programmes leading to a nationally recognised qualification. Apprentices are paid in accordance with the National Minimum Wage rules established by the Government and are reviewed on an annual basis.

4.8 Contractors

Any work/contracts awarded to Contractors will fully comply with the requirements of the College's Financial Regulations

Contractors will be paid in accordance with the provision(s) agreed prior to the commencement of any contract.

5. Cost of Living Pay Award

The Corporation of New College Durham will consider, annually, the affordability of awarding a cost of living pay rise.

N.B. Cost of living pay awards are not an automatic allowance.

6. Additional Allowances/Payments

The College has a limited number of allowances which are normally reflected in an employee's Contract of Employment. The sections below show the key allowances and the process of application for these allowances:

6.1. Additional Hours Payment (Overtime)

For staff in support posts that are graded A to F, who are required to work additional hours beyond the contracted working week of 37 hours, will receive an enhancement of time and a half.

For staff in support posts that are graded A to F and have a contracted working week of less than 37 hours per week any additional hours worked will be paid at plain time rate up to 37 hours, or taken as Time off in Lieu (see section 6.2).

Staff in support posts that are graded G and H, who are required to work additional hours beyond their contracted working week, will receive pay at plain time rate for any additional hours worked, provided that the additional hours have been agreed with their Line Manager prior to being worked.

Staff who work regular guaranteed, non-guaranteed or voluntary overtime (as defined below) will be eligible to receive an additional payment for overtime that could not be worked as a result of taking annual leave, but that normally would have been worked. Staff will receive a payment for this loss of overtime each year in their September salary.

- **Definition: Regular Overtime**

Any overtime that takes place for seven or more out of each twelve months (period September to August) or where overtime recurs on an annual pattern to meet the needs of the department (for example departments where overtime is worked every September and October, but not the remainder of the year).

6.2. Time off in Lieu (TOIL)

Time off in Lieu will be given at plain time. The taking of time in lieu will be subject to reasonable consideration by both the employee and the Line Manager. Time off in lieu cannot be accrued over a prolonged period and hence any time off in lieu must be taken within a maximum of

- Four weeks for support staff of the accrual.
- One week for academic staff of the accrual.

Where time off in lieu is not taken within the time span detailed above will normally be lost, unless there are exceptional circumstances preventing taking the leave

Where there is a dispute regarding the taking of time off in lieu this should be raised with the appropriate Director or Assistant Principal.

6.3. Standby – payment

Where an employee is required to be on standby off the College site, the College will make the payments to reflect the need to be on standby for the period:

7.00 am to 7.00 pm

7.00 pm to 7.00 am

Where an employee is required to attend the College during standby the employee will be entitled to the enhancement of time and a half for any time worked. Details of the standby payments are detailed on the college intranet.

6.4. Car Business Mileage/Subsistence/Business Expenses

The College has a single published scheme for reclaiming Car Business Mileage/Subsistence/Business Expenses, and the qualifying criteria for these payments are detailed within the College's Financial Regulations available on the College intranet and the scheme applies to all staff.

6.5. First Aid Payments

Where staff are required to undertake recognised duties as a First Aider they will receive an additional annual lump sum payment. This amount will not form part of the individual's basic salary.

Details of this payment are available on the College intranet.

6.6. Clinical Manager Allowance

Where a posts' job description explicitly requires the post holder to be managerially responsible for all of the following, the post will receive a Clinical Manager's Allowance.

- A clinical case load of at least 1000 "active" clients within the specialism
- Management of clinical staff to meet key clinical milestones of pre-defined external (NHS) contracts
- Management of clinical provision in offsite locations

This allowance will be paid in equal instalments across the year. Where any of the responsibilities cited above cease, so will this allowance.

7. External Income Generation by Staff

- 7.1 The College staff may, on occasions, have opportunity to undertake external activities which attract a payment (e.g. attendance on various bodies/boards and carry out academic and civic responsibilities). In the spirit of transparency it is important that staff must disclose such payments if the employee is in receipt of paid leave from the College. This disclosure must be made to the Director of HR and Corporate Services in writing.
- 7.2 Where such payments relate to a Senior Postholder, the aforementioned declaration must be made to the Chair of Governors, and it would be highly unlikely that such an individual would be able to retain such income, but any income retained by the individual would need to be disclosed in the College's Annual report and Financial Statements (see Paragraph 1.4).

8. Market Rate Supplements (MRS)

- 8.1 There may be posts that require an additional Market Rate Supplement in order to attract a candidate that meets the person specification. It is envisaged that the vast majority of posts within the College will remain on the pay scales that are detailed in Section 4 of this Policy, and that Market Rate Supplements (MRSs) will only be paid under the following circumstances.

8.1.1. Step One

Where a post has to be advertised more than once, consideration will be given as to whether the post should attract a MRS by the Director of Human Resources and Corporate Services. The MRS, if applied, will usually only apply to the advertised post and to no other similar post within the College.

The key considerations will be:

- The support of the line manager of the vacant post, to pay a MRS based on his/her experience within the profession;
- That the market rate locally is higher than that currently being offered by the College;
- That existing staff cannot be re-deployed into this post;
- That the post cannot be reconstituted to provide an opportunity for training or succession planning.

8.1.2. Step Two

If the rationale for the MRS is accepted, then an allowance will be fixed which brings the post to be advertised in line with the market salary for such a post. Under no circumstances will the salary for the post plus the MRS exceed the salary of the Line Manager to whom the post holder reports.

8.1.3. Step Three

The post will be advertised in such a manner that:

- the annual salary is stated;
- the MRS is clearly shown as an additional amount;
- the review mechanisms associated with the MRS are clarified.

Clarity will also be provided on the exact nature of the MRS, during any selection process.

8.1.4. Step Four

Where an appointment is made to a post with a MRS, the individual appointed will receive a Contract of Employment clearly stipulating the annual salary and the MRS as two separate items.

8.1.5. Step Five

The payment of a MRS will be reviewed every two year(s) by the Director of Human Resources and Corporate Services and the Director or Assistant Principal for the area. If the recruitment market conditions change significantly then this may prompt an earlier review.

Any review may consider:

- National data supplied by the appropriate profession in respect of the market rate for the post;

- local market forces data in respect of recent adverts for similar posts;
- testing the market – the College may wish to test the market in respect of any MRS. If this was advanced the individual would be told that such market testing was being undertaken.

The review will be formally documented and the individual in post will receive correspondence to this effect. When a MRS is being reviewed, the Director of Human Resources and Corporate Services will present the relevant data to the Principal and a determination will be made.

If the review identifies that MRS is no longer sustainable due to the change in market conditions, or that the new MRS amount is less than the current amount, or zero, the individual will be given formal notification of the situation, and the existing MRS will either cease, or reduce in line with the market conditions.

There may in exceptional circumstances, due to market forces, where consideration needs to be given to the application of an MRS to a whole Curriculum area. In such circumstances a business case for consideration will be presented by the Director of HR and Corporate services to the Senior Leadership Team (SLT) for approval. It will therefore be for the SLT to approve (or otherwise) the proposal. The proposal will however detail which posts to be included, the value of the MRS, the market evidence that supports the consideration of the MRS payment, and other relevant recruitment factors.

9. Recruitment and Retention Payment (RRP)

In circumstances where the College experience a consistent failure to recruit to a specific post(s) a Recruitment and Retention Payment (RRP) (otherwise known as a Golden Hello) may be applied. Such a payment is used to increase the pool of high quality and suitably experienced external candidates. A RRP can only be considered where all other recruitment and retention strategies have been exhausted.

A RRP may be an appropriate recruitment incentive that can be applied alongside a Market Rate Supplement (refer to section 8 for further information on the application of MRS payments) or as a standalone initiative where the market data does not support payment of a MRS. In contrast to a Market Rate Supplement, the RRP will be a specified amount. The RRP amount will not exceed 20% of the overall advertised salary.

Such a payment will be made at two points of employment, with 50% being paid on successful completion of the probationary period (normally 6 months after commencing in the post), the second payment, 50% at 18 months in post.

9.1. Consideration

In order for a RRP to be considered, the following evidence should be gathered:

- Evidence that recent adverts for the post have been unsuccessful, including adverts where a Market Rate Supplement was included;
- Where recent adverts have produced insufficient suitable applications, the following information should be ascertained:
 - How many times the post has been advertised;
 - Where the post has been advertised (e.g. social media, North East Jobs);
 - The number of applicants per advert;
 - Length of time the post has been vacant for;
 - Relevant national vacancy data;
 - Local labour market information;
- The turnover rates for the staff group concerned including any relevant/pertinent evidence obtained from leaver questionnaires.

The following evidence will be considered by the Executive Director of Human Resources and Corporate Services and submitted to the Senior Leadership Team for approval.

If the evidence for a RRP is sufficient for approval, then the amount for the RRP will be agreed, based on a percentage of the annual salary of the eligible post. Note the RRP amount will not normally exceed 20% of the overall top of the advertised salary.

The eligible post will then be advertised in such a manner that:

- the annual salary is stated;
- the RRP is clearly shown as an total additional amount;
- the RRP payment terms are clearly stated;
- the review mechanisms associated with the RRP are clarified.

Where an appointment is made to a post with a RRP, the individual appointed will receive a contract of employment clearly stipulating that the annual salary and RRP as two separate items. The appointed individual will also be asked to sign a separate document that clearly details the terms of their RRP and any reimbursement terms to confirm their understanding.

In cases where a post previously eligible for a RRP is due to be readvertised, the payment of a RRP will be reviewed by the Executive Director of Human Resources and taken to SLT for further discussion.

9.2. Reimbursement

The Recruitment and Retention payment will be subject to reimbursement terms.

If the eligible employees chooses to resign from their post they will be required to repay the RIP as follows:

Timescale	Amount of Reimbursement
Leave employment within 6 – 12 months in post	full reimbursement of amount paid to date
Leave employment within 12 – 18 months in post	75% reimbursement of amount paid to date
Leave employment within 18 – 24 months in post	50% reimbursement of total amount paid
Leave employment after 2 years	no reimbursement

Where an appointment is made to the post (having been advertised as full-time) on a part-time basis or through a job share, the RRP will be pro-rated to the FTE(s) worked. In all other cases, the RRP amount will be agreed and explicitly detailed on the advert.

Should a reduction in hours be agreed following the initial recruitment and during the timeframe in which the payments are made, the RRP will be pro-rated to the FTE being worked at the time the payment is due.

The RRP will not be made to current employees of the college (including those working at the college via the internal supply pool or via an external agency). For candidates who were previous employees of the College they must have a minimum of 12 months break in service from the College to be eligible for the RRP.

The payment will be subject to applicable tax withholdings and deductions as required by law.

The employee will normally be required to repay the specified amount within a maximum of 3 months from the date of their resignation.

Repayment can be made in a lump sum or through mutually agreed-upon instalment payments. The method of repayment will be determined in consultation with the Executive Director of HR and Corporate Services.

NCD may, at its discretion, consider exceptions to the repayment policy on a case-by-case basis, taking into account extenuating circumstances or reasons for the employee's departure.

10. Honorariums and 'Acting Up' Allowances

There may be situations where an individual is asked to undertake duties at a higher level of responsibility and, as such, may be entitled to an appropriate additional payment if those higher duties are undertaken for a prolonged period of time (i.e. four weeks or more).

10.1. Honorariums

Honorarium payments tend to be made retrospectively for work that has been undertaken, whilst consideration for acting up arrangements will be agreed in advance. Where such a situation arises:

- 10.1.1. Consideration will be given by the Director of Human Resources and Corporate Services and Principal to determine whether an honorarium payment is to be paid to an individual and the appropriate amount.
- 10.1.2. Where an honorarium arrangement is in place, this will be confirmed in writing to the individual and a copy of the confirmation will be placed on the personal file. The confirmation will include the details of the arrangement, including what the payment is for and the amount.
- 10.1.3. An honorarium will not form part of an individual's basic salary. Honorarium payments will be paid as a separate allowance and will not affect the general Terms and Conditions of the individual's employment, their contractual status or the substantive salary/grade.

10.2. 'Acting Up' Allowance

Arrangements may be made, for an 'Acting Up' allowance to be paid, where a member of staff is required to temporarily undertake normally the full duties and responsibilities of a higher graded post, within the immediate work area, for example to cover long term sickness absence.

- 10.2.1. Where an 'Acting Up' situation arises, the appropriate line manager must first seek authorisation from the Director or Assistant Principal of their area, as well as the Director of Human Resources and Corporate Services prior to proceeding with any arrangements. Following this, they may approach or select an individual to undertake the new duties. Where more than one individual is deemed to be suitable to undertake the additional responsibilities they will be invited to submit an expression of interest in the acting up arrangements. Acting up arrangements will normally only be considered after more than four weeks of absence of the higher grade post.
- 10.2.2. An 'Acting Up' allowance will not normally be made where the appropriate authorisation has not been sought, prior to the commencement of any arrangements.
- 10.2.3. An individual whose Job Description specifies that he/she is required to deputise for another post holder will not receive any further payment or 'Acting Up' allowance, when covering the role, given the post holder's substantive salary will recognise that these additional duties may occur. If however this

occurs for a long time (more than four consecutive weeks), consideration may be given to an 'Acting Up' allowance.

10.2.4 Where an individual undertakes the full duties and responsibilities of a higher graded post for a period of four weeks or more and an 'Acting Up' arrangement has been authorised, the individual will normally be entitled to receive a salary in accordance with the grading of the post temporarily occupied. The change in salary will be effective from the first day following the end of the initial four week period of 'Acting up'.

10.2.5 There may be circumstances where the duties and responsibilities of a higher graded post are shared between more than one individual or an individual only takes on part of the duties. In this case, the 'Acting Up' allowances will be calculated accordingly in line with the College's recognised Job Evaluation system, in consultation with Human Resources.

10.2.6 Where an 'Acting Up' arrangement is in place, this will be confirmed in writing to the individual and a copy placed on their personal file. The confirmation will include the details of the arrangement.

11. Payments During Absence

The College has agreed a range of Policies and Procedures in relation to payments whilst absent from the College e.g. Sickness Absence Policy and Procedure, Maternity, Paternity, Adoption and Special Leave.

Please refer to the associated HR Policies and Procedures, available via the College intranet site for details.

12. Severance Payments

In making any severance payment the College will ensure that any severance payment(s) will meet any staff's contractual obligations for such payments. Any severance payment will be:

- Reasonable, appropriate and justifiable
- Procedurally fair
- Transparent and accountable

The actions of individuals taking decisions about severance payments and those potentially in receipt of such payments will need to be cognisant of the standards of personal conduct set out by the 'Committee on Standards in Public Life (the seven principles of public life)'.

13. Pension Schemes

13.1. Pension Schemes Available

The College recognises two pension schemes:

Local Government Pension Scheme
Durham County Council – Pensions Group
Resources
County Hall
DURHAM
DH1 5UL

www.durham.gov.uk/pages/services.aspx?ServiceId=8253

Teachers Pensions
Mowden Hall
DARLINGTON DL3 9EE

www.teacherspensions.co.uk

For further information on either Pension Scheme, including ‘Auto Enrolments’, and in terms of the pension implications of any pay related matters within this document please go to the appropriate website shown above.

14. Appeals

- 14.1 Where an employee wishes to appeal against the grade or salary of their post they should submit a job evaluation request in accordance with the College Job Evaluation Appeal Process.
- 14.2 Where an employee wishes to appeal against the decision relating to a Market Rate Supplement, Honorarium or ‘Acting Up’ allowance, they should write within 14 calendar days to the Director of Human Resources and Corporate Services.

The employee should state in writing:

- The grounds for the appeal, (these grounds will normally be an error in procedure or error in fact or error in law);
- Supply sufficient detail to sustain the grounds of appeal;
- The outcome that they are seeking from the Appeals process;
- How they would wish to have their appeal considered.

The employee’s appeal will be considered in accordance with the New College Durham Human Resources Appeal Procedures.

On the conclusion of the selected Appeal process, the employees' rights of appeal within the College are concluded.

15. Policy Review

The effectiveness of this Policy will be monitored annually and reviewed every five years in light of experience and best practice. This mechanism recognises that changes to employment legislation may prompt a review of the Policy before the five years stipulated.

In considering the effectiveness of this Policy, consultation will be undertaken with Trade Unions, staff and managers to assist in the review and monitoring of this Policy.

16. History of Reviews

Implementation Date:	March 2014
First Review Date (completed)	October 2017
Second Review Date (completed)	September 2018
Fourth Review Date (completed)	June 2019
Fifth Review Date (completed)	December 2023
Sixth Review Due	December 2028

Glossary of Terms

Analytical Job Evaluation Scheme: A method of evaluating jobs by separately appraising individual's factors of compensatory characteristics (such as qualifications, work conditions, skills) and combining the separate points scores for each job. Each of these characteristics is broken down into factor and each factor is further broken down into levels.

Appeal - The process of requesting a formal change to an official decision.

Appeal Hearing: The formal process for addressing an appeal against an official decision. An appeal hearing will consist of a panel and an Appeal Panel Chairperson and the appellant will be invited to a meeting.

Appellant - The individual/party who applies against a decision that has been made.

Confidentiality – A set of rules that places restrictions on and limits access to sensitive data.

Corporation: The Governing Body of New College Durham

Correspondence: Written communication (including emails).

Employee - An individual employed by New College Durham on a Contract of Employment.

Emoluments – The total compensation that an employee receives in exchange for their services as per the Contract of Employment,

FTE: Full time equivalent is a unit that indicates the workload of an employed person in a way that makes workloads comparable across various contexts.

Increments in Salary – an increase in a fixed salary

Job Evaluation: A systematic and consistent approach to defining the relative worth of jobs within a workplace. The process whereby jobs are placed in rank order according to overall demands placed upon the job holder; the basis for a fair and orderly grading structure.

Job Evaluation Appeal: A formal process to seek a re-consideration of a post's results following an analytical job evaluation process.

Job Description: A broad, written statement which seek to reflect the essence of a jobs duties, purpose and, responsibilities.

Line Manager: A person who directly managers other employees and is responsible for the administrative management of the individual as well as the functional management.

Local Government Pension Scheme (LGPS): Nationwide scheme and is a valuable part of the pay and reward package for employees working in local government or working for other employers participating in the Scheme and for some councillors.

Person Specification: A document that details the essential and desirable skills, qualifications and experience a job candidate must have in order to complete the tasks of a position offered by the College.

Recognised Trade Union representative: An officer appointed by a trade union recognised by New College Durham. Additionally the trade union representative ('rep') is a union member who represents and gives advice to employees on a range of employment related matters

Remuneration: The total compensation that an employee receives in exchange for their services as per the Contract of Employment, e.g. monetary rewards (salary).

Right of appeal: The right to request a formal change to an official decision.

Substantive post – A “permanent” role within the College which attracts “permanent” employment status.

Supply staff - colleagues registered with and working via the colleges Supply Pool

Teachers' Pension Scheme (TPS): An unfunded, contributory, public service occupational pension scheme, governed by statutory regulations.

Terms & Conditions of Employment: A statement of written particulars contained in a single document which are agreed between employer and employee.