

Schools Human Resources Circular

Circular 05 / 19

Category	Urgent Action
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To	Headteacher/Chair of Governors
Date	01/07/2019
Copied to	Schools Finance and Lambeth Payroll Services
Title	NJC PAY AWARD 2019 - PART 2 - PAY SCALES APRIL 2019 INCLUDING COMPARISON TABLE
Classification	Support Staff Pay
Action Required	Read and Action
Deadline	As soon as possible
Contact Name	Claire Cobbold
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Dear Colleagues

Implementing the NJC Support Staff Pay award 2018-20

As you are aware the NJC pay award agreed a two-year percentage increase and incorporated a joint review of the NJC pay spine. Employers' and Trade Unions that make up the NJC for Local Government Services have determined a new pay spine and this has been adapted by the Greater London Provincial Council.

You will recall in Circular 04/19 (Part 1) we implemented the pay award in part giving the minimum 2% increase across the board.

The new 2019 pay spine is based on the following:

- 'Pairing off' old SCPs 6-17 incl. to create new SCPs 1-6 incl.
- Equal steps of 2.0% between each new SCPs 1 to 20 incl. (equivalent to old SCPs 6-28 incl.).
- On new SCPs 23 and above (equivalent to old SCPs 29 and above), 2.0%.

The Lambeth pay and grading structure has therefore been transferred onto the new pay spine with effect from July 2019 (backdated to 1 April 2019). **Appendix 1**

Your payslip will therefore display the new scale point from July 2019 onwards.

The new salary rates comparison table is easy to navigate. Just look up your existing spine point and move along to see how the increase has affected you, what your new rate of pay is and what your new pay spine number is.

e.g. Old Spine 22 scale 5 is new pay spine 12 and the pay increase received into total is 4.94%. 2% was applied in April 2019 and the remaining 2.94% will now be added and backdated to 1st April. Where you notice missing spine points, these are not shown as these are not in use.

Where you notice missing spine points 11,16,17,21,22 and 26 these are not shown as these are not in use. Spine points 45 and 50 have never been used.

Does this affect my pay?

All staff received a 2% pay award from April 2019. However, under the new pay spine, staff on the new scale points 1 to 27 (old equivalent points 6 to 32) are due an increase greater than 2% as shown in the new pay spine table.

Staff on these spinal points only will therefore receive any increased % pay award arrears backdated to April 2019 with their July salary.

For those schools who purchase their payroll from Lambeth.

Payroll will assimilate existing support staff in schools onto the new spine points and no paperwork will be required.

Staff who were due an automatic increments received these in April 2019.

For those schools who do not currently purchase their payroll from Lambeth, you will need to discuss the changes with your provider and the paperwork they require for this process.

For those academies whose staff are currently on contracts that were subject to TUPE terms on conversion, the published rates are payable to these staff.

To ensure that your staff are fully aware of the changes to the spine points detailed in their contract of employment, each member of your support staff should be issued with a form detailing their change. Please see **Appendix 2**. A copy of the form should be placed on the school file, attached to their signed current contract.

If you have any questions in relation to these changes please do not hesitate to contact me or a member of the schools HR team or your own HR provider.

Yours sincerely



Claire Cobbold
Head of Schools HR

Appendix 1 – Support Staff Pay Comparison Scales from 1 April 2019

Appendix 2 – Template Notification Form for Support Staff

Placed on school headed paper

The Governors have been advised that following consultation with unions, the Greater Local Provincial Council have published revised pay scales for all support staff whose terms and conditions are in line with NJC Green Book. As part of the 2nd year of the agreement staff will be assimilated onto a new spine point from 1 April 2019. There has also been an agreed pay up-lift added to the new spine points from 1 April 2019.

Below are the details of your post, your current grade and spine point and the assimilated spine point from 1 April 2019.

This form serves as official notification that the spine points for your current grade have been amended from those stated in your current contract. Please keep your copy of this form and attach to your current contract provided by the school.

Name:	Staff Number:
Post:	Hours:
Current Grade:	Grade from 1 April 2019:
Current Spine Point:	Assimilated Spine Point from 1 April 2019:

If you have any questions please speak to (name of SBM)

Name
Headteacher

Lambeth Pay Scales for Support Staff