



Pay and Conditions Policy

Reference:Version	POLO06V5
Procedure Originator:	Deborah Smith
Equality Impact Assessed:	TBC
Approved By:	Board
Date Approved:	October 2019
Review Interval:	Annual
Last Review Date	October 2019
Next Review Date	December 2020
Audience:	Employees

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1.0 Policy Statement

- 1.1 The purpose of this policy is to support the achievement of the outcomes identified within the College's Strategic Plan in terms of good employment practice.
- 1.2 The policy presents a holistic view on the ethos and approach to developing a framework of pay and conditions for South Staffordshire College.
- 1.3 The detail and arrangements of the full range of employment conditions for which the Board of Corporation is responsible will be presented for Board approval as the framework of pay and conditions is developed.
- 1.4 This policy will support the implementation of our "Purpose":
 - "Transforming the life chances of our communities"

2.0 Scope

- 2.1 The scope of this policy will be all College employees, with the exception of Senior Post Holders for which a separate pay and conditions apply and agency staff or workers who are not employees of the College.
- 2.2 This policy relates to employment related procedures.

3.0 Key Principles

- 3.1 This policy will be implemented in a manner that embraces our "Values and Guiding Principles":
 - Togetherness - Respect and value all those we come into contact with
 - Standards - Consistently deliver the highest quality in all that we do
 - Sustainability - Promote the protection of our environment in our business activities

- Customer Care - Put learners and customers at the heart of everything we do

Guiding Principles

- Excellence in Learning and Teaching
- Community Contribution
- Entrepreneurial Attitude

4.0 General

- 4.1 This policy will be implemented in accordance with all existing and emerging legislation.
- 4.2 This policy supports the development of a consistent framework of pay and conditions that is free from disparity and anomalies through a process of negotiation and consultation as appropriate with the recognised unions.
- 4.3 The policy supports the principles of equal pay and value.
- 4.4 The pay and conditions developed should ensure the College is recognised as an employer of choice and one which competitively attracts and retains employees.
- 4.5 The pay and conditions should enable the College and employees to achieve optimum utilisation of the skills and talents of the workforce.
- 4.6 The College, as a member of the Association of Colleges, will consider sector related recommendations related to pay and conditions of employment.
- 4.7 The pay and conditions framework will be developed to achieve a total employment package of world class standards.
- 4.8 The employment package that will be developed will include corporate support for programmes of continuous professional development.
- 4.9 This policy will be implemented through the delivery of a HR Strategy

5.0 Monitoring and Review

- 5.1 This Policy has been supported by the Board at its original meeting in May 2009 and is to be reviewed by the Board as scheduled on the Board's annual business calendar.
- 5.2. The internal monitoring of the implementation of this policy will be the responsibility of the Assistant Principal HR who will produce regular progress reports, at their request, to the Board.
- 5.3 The responsibility for ensuring that this policy, and its associated processes and procedures, remain appropriate and comply with changes in legislation will be the Assistant Principal- HR