

25. Pay Review (including pension contributions)

Version number	Dates procedure & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	Jun 2014	First adopted	Cttee	Dropbox.com Website	
V2.0	Jun 2015	Reviewed	S Huxley-Reynard	Dropbox.com Website	Jun 2016
V3.0	Sept 2017	Reviewed & version controlled	K Coupe & H Mansfield	Dropbox.com Website	2019/20
V4.0	Jan 2019	Reference to National Living Wage and National Minimum Wage and The Pension Regulator	K Coupe E Sellers	Dropbox.com Website	Jan 2021
V5.0	February 2023	Reviewed & updated	C Hannis	Dropbox Website	Feb 2025

Statement of intent

To ensure that our staff are remunerated fairly for the duties they perform and the level of this remuneration is reviewed on a regular basis.

Method

- Each staff member will be awarded a contract prior to the start of their employment stating the number of contracted working hours and the hourly remuneration rate for those hours.
- The hourly rate will vary according to the contracted duties performed by the staff member.
- Staff remuneration rates will be reviewed on an annual basis by the committee to ensure that they remain aligned with the financial position of the Pre-school.
- Prior to their pay review, staff should demonstrate they have complied with the following:
 - fulfilled mandatory training requirements as identified in their last appraisal;
 - progression of professional development as identified in their last appraisal; and
 - no significant unexplained/unauthorised absence from work.
- The pay reviews will take due cognisance of statutory regulations.
 - North Nibley Pre-school ensures that staff remuneration rates are in line with the National Living Wage and National Minimum Wage¹.
 - North Nibley Pre-school ensure that employer/employee pension contributions are aligned with advice received from The Pension Regulator² (as per the Pensions Act 2008).
- Consideration will be taken of remuneration rates for similarly qualified and experienced staff at other settings where the information is available³.

¹ The Living and Minimum Wage is a legal right which covers almost all workers. It became compulsory from 1 April 2016

² www.thepensionregulator.gov.uk

³ North Nibley Pre-school uses information obtained from PATA's annual fees and wages survey results

- Staff will be advised of any changes in their rates of pay and, if applicable, pension contribution, in the month prior to the change becoming effective.
- Staff contracts will be amended, with regards to remuneration rates etc, within one month of the change occurring.
- The Treasurer of North Nibley Preschool will email all staff members at least one month prior to any pay increases, informing them of any pay changes.