

Pay Policy

This policy details arrangements regarding the IDS pay structures and supports the Institute's commitment to the principle of equal pay for work of equal value whilst ensuring the Institute remains competitive in recruiting and retaining staff. Procedures regarding pay are intended to be fair, transparent, and consistent with IDS Equality and Diversity policies.

Automatic increments

For eligible staff, automatic increments will take place each year on the 1 October. Increments are payable until the maximum point of the band is reached.

Staff members who have been appointed, promoted, or regraded between the 1 April and 30 September inclusive will not be entitled to an automatic increment until October the following year.

IDS reserves the right to withhold automatic increments for a member of staff where concerns have been expressed around performance and/or conduct and the individual had been subject to the relevant established procedures, e.g. disciplinary/capability process.

Such decisions to withhold payment will be taken by the Director of HR and supported by appropriate evidence. In cases where an increment is withheld, and the member of staff subsequently meets satisfactory performance/conduct the withheld increment will not be reinstated within that year.

Where employees have not completed compulsory training, incremental progression will be withheld, until the training is satisfactorily completed.

When an increment is withheld, the member of staff will be notified in writing and have a right of appeal through the grievance procedure.

Cost of Living award (COLA) - UCEA

All our staff members normally receive a UCEA cost of living award (COLA) increase which is negotiated and decided at national level by Universities and Colleges Employers' Association (UCEA) and the relevant trade union. This payment is implemented annually on the 1 August.

Living Wage

IDS is committed to the principle of addressing low pay and is one of the organisations who support the Living wage campaign to ensure staff have a wage which meets every day needs.

Moving between bands

This is possible when the role itself changes so significantly that on re-evaluation using the [HERA job evaluation process](#) it is found to be on a different pay band. In addition, where an individual moves from one role to another, for instance, in the case of promotion or progression to a higher-level role.

Overpayments

IDS will recover any accidental over-payment made to a staff member by making a series of deductions from the staff members pay, ensuring repayment is made over a reasonable timeframe. This will be agreed in advance with the individual to ensure there is no undue hardship.

All staff have the responsibility to check their payslips on a regular basis and if there are any discrepancies, to contact HR as soon as possible.

Payslips

'MyView' is the online portal where staff can access and download their payslips and P60, and P45 when leaving the institute. MyView is available to all members of staff at IDS that are paid directly by IDS. Staff can log into MyView by the 15th of the month following their start date.

Pay structure

IDS is committed to reviewing a number of 'key' roles, in agreement with the Unions, for salary benchmarking every 2 years, to check if the overall structures remain at or above a minimum of the median of the market. An equal pay review will be carried out every two years to commit to the principle of equal pay for work of equal value.

The IDS pay bands are shown [here](#).

Salary on appointment

Salary offers for new staff appointed must be made within standard incremental points of the band at which the role has been evaluated using the Higher Education Role Analysis (HERA) job evaluation process and within the advertised salary range.

To ensure equity and consistency, new staff will normally be appointed on the first point of the band for the post, reflecting that whilst they have demonstrated competence for the role, they will take time to gain experience in performing their role in full.

Appointment to beyond the first point of the band must be objectively justified and agreed with the Head of HR. The evidence must be obtained during the recruitment and selection process to demonstrate that the candidates' skills and knowledge, relevant to the role for which they are being considered, warrant the offer of a higher point as the starting salary.

Before a decision is made to offer above the first point of the band, consideration of the following should be given:

- Inconsistencies with the remuneration of current staff fulfilling the same role.
- Risk of appointing two or more people to the same role but at different point of the scale.
- Evidence suggests that women are more reluctant to negotiate on salary than men and the impact this can have on the gender pay gap.

There may be circumstances where the HERA evaluated band results in difficulty recruiting or retaining suitable staff for specific roles. If a role is below the median of the market, and IDS is experiencing retention or recruitment issues, the [market rate policy](#) will apply.

Salary on moving to another role at the same band

Where an existing member of staff is appointed to a new position at the same band as their current post as a result of restructuring or redeployment, they will be appointed to the same point as their previous role and retain their existing date for automatic increment payment where relevant.

Salary on promotion or regrading

When a member of staff is promoted, or their post is regraded they will be appointed to the first incremental point of the new band. If the new role starts between the 1 April and 30 September inclusive the member of staff would not be entitled to the automatic increment payment until October in the following year.

| Revision History | | | | | |
|-------------------------|-------------|---------------------|--------------|---------------------|----------------------------|
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| 1 | April 2024 | First issue | HR | SLG, UCU, UNISON | |