

**BY E-MAIL**

18 January 2023

Mr Alan Law  
**(Acting) Lead Trade Union Side Secretary**  
NIPSA  
54 Wellington Park  
BELFAST  
BT9 6DP

Dear Alan

**RE: PAY AND GRADING REVIEW**

I am writing to you further to our discussions over recent months on the EA's Pay and Grading Review. EA appreciates that there are a number of local issues that Trade Union Side (TUS) have identified as priorities for resolution, including the NJC pay scales and supervisor differentials, to avoid industrial action.

As you know, the EA requires DE approval to engage in discussions around these issues. We therefore sought the authority to engage in negotiations with TUS as we are keen, and committed, to resolving these issues.

I would like to acknowledge the very constructive nature of the joint discussions that have taken place and thank Trade Union Side for its collaborative and pragmatic approach to this work.

As indicated in our most recent discussions, we have now reached a position of consensus in relation to a proposed reformed pay and grading structure. This will form the basis of a business case to the Department of Education, in order to secure the necessary approvals and funding to implement these changes.

There are a number of key components to this agreed position including:

1. Revised grading structure that standardises all grades to 4 points in length, removes overlap between grades and consolidates the administrative grades and the former ancillary and general grades into a single grading structure. (See Table 1 attached).
2. Restoration of the supervisor differential to include sufficient scope to absorb anticipated increases in the National Living Wage and to address recruitment challenges in key operational posts.
3. Resolution of the Education Welfare Officer dispute.
4. Assimilation to the new scales based on the principle of next equal to or higher point. (See Table 2 attached).

**Education Authority**

**40 Academy Street, Belfast, BT1 2NQ**

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5. The business case will be based on an implementation date of 1 April 2022 but the TUS expectation that implementation should be from 1 April 2019 will be articulated in the narrative.
6. A commitment from TUS to re-engage on a number of crucial policy reviews that have been paused by TUS, due to a lack of progress on the pay and grading review. These policy reviews include Attendance Management, Disciplinary, Capability and Job Evaluation.
7. A review will also be carried out on how staff are reimbursed for work related travel pending availability of a full year of “post-COVID” data.
8. There will be a requirement for transformation work to be progressed at pace within key Operations and Estates functions due to the impact of grade consolidation.
9. Revised points boundaries for the Job Evaluation Scheme will be required to reflect the consolidated grading structure.

You will be familiar with the budget pressures facing the Authority and the scale of savings we are required to make. EA has been tasked by DE to make substantial savings that will require difficult decisions to be made in relation to service provision and we remain very concerned about the ever growing, unprecedented, pressures facing education which will carry into the next financial year and the potential detrimental and disproportionate impact this could have on learning outcomes and opportunities for children and young people.

In this context, it is important to be very clear that whilst the EA is fully committed to delivering this very important and necessary change for our staff we are also very mindful of our responsibilities to stay within allocated resources and we will not be able to implement any of the revised pay and grading structure without the allocation by DE of the necessary funding.

Delivery of this will require a recurrent funding injection of c£39m.

EA has been engaging with DE for many months on the importance of the pay and grading review and we continue to engage proactively and at pace with officials to maximise all opportunities to secure the funding. This includes submission of the business case, which is almost complete, as well as ensuring it is fully articulated in the context of the ongoing savings discussions.

Whilst we had hoped that this business case would have been formally submitted in early January, due to the current financial situation there has been a lot of work required to input to the Savings Plans and as a result this has been a competing priority requiring input from the same EA officers who are inputting to the business case. I would like to apologise for the delay; however, I anticipate the business case will be completed in the coming days and will be submitted to DE imminently.

The EA is very mindful of the importance of the pay and grading review in relation to our ongoing industrial relations and the implications of not delivering this for our staff. It is our hope that sufficient progress will be made in relation to this work that we can avoid industrial action being taken by our non-teaching workforce.

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I will endeavour to keep Trade Union Side updated as work progresses on the business case and on our engagement to secure a position whereby, we can move forward to deliver this very important improvement for our staff.

Yours sincerely



Matthew McDermott  
Assistant Director Corporate HR

**Table 1 Summary of Proposed Grading Structure**

<b>New Grade</b>	<b>Current Grade</b>	<b>Current Points</b>	<b>Current Salary</b>	<b>Proposed Points</b>	<b>Proposed Salary</b>
1	Clerical Officer [Incorporating manual scales 1(a), (b), & (c), Classroom Assistant]	1-4	£20,258 - £21,189	5-8	£21,575 - £22,777
2	Senior Clerical Officer (Incorporating manual scales 2 & 3, Classroom Assistant SEN)	5-6	£21,575 - £21,968	11-14	£24,054 - £25,409
3	Executive Officer (Incorporating former manual scales 4 and 5, Classroom Assistant ASN)	7-17	£22,369 - £26,845	17-20	£26,845 - £28,371
4	Sen Executive Officer	19-25	£27,852 - £32,020	23-26	£30,151 - £32,909
5	Admin Officer	27-30	£33,820 - £36,298	29-32	£35,411 - £38,296
6	Sen Admin Officer	32-35	£38,296 - £41,496	33-36	£39,493 - £42,503
7	Ass Principal Officer	36-39	£42,503 - £45,495	37-40	£43,516 - £46,549
8	Principal Officer	40-43	£46,549 - £49,590	41-44	£47,573 - £50,594
9	Sen Principal Officer 1	43-46	£49,590 - £52,566	45-48	£51,579 - £54,471
10	Sen Principal Officer 2	46-49	£52,566 - £55,409	49-52	£55,409 - £58,377
11	Education Officer	52-55	£58,377 - £61,329	53-56	£59,359 - £62,315
12	ASEO	58-61	£64,273 - £67,303	58-61	£64,273 - £67,303

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**Table 2 Summary of Assimilation Arrangements**

<b>Current Point at 1 April 22</b>	<b>Current Salary at 1 April 22</b>	<b>Proposed Point at 1 April 22</b>	<b>Proposed Salary at 1 April 22</b>
1	£20,258	5	£21,575
2	£20,441	5	£21,575
3	£20,812	5	£21,575
4	£21,189	5	£21,575
5	£21,575	11	£24,054
6	£21,968	11	£24,054
7	£22,369	17	£26,845
8	£22,777	17	£26,845
9	£23,194	17	£26,845
10	£23,620	17	£26,845
11	£24,054	17	£26,845
12	£24,496	17	£26,845
13	£24,948	17	£26,845
14	£25,409	17	£26,845
15	£25,878	17	£26,845
16	£26,357	17	£26,845
17	£26,845	17	£26,845
19	£27,852	23	£30,151
20	£28,371	23	£30,151
21	£28,900	23	£30,151
22	£29,439	23	£30,151
23	£30,151	23	£30,151
24	£31,099	24	£31,099
25	£32,020	25	£32,020
27	£33,820	29	£35,411
28	£34,723	29	£35,411
29	£35,411	29	£35,411
30	£36,298	30	£36,298
32	£38,296	33	£39,493
33	£39,493	33	£39,493
34	£40,478	34	£40,478
35	£41,496	35	£41,496
36	£42,503	37	£43,516
37	£43,516	37	£43,516
38	£44,539	38	£44,539
39	£45,495	39	£45,495

40	£46,549	41	£47,573
41	£47,573	41	£47,573
42	£48,587	42	£48,587
43	£49,590	43	£49,590
43	£49,590	45	£51,579
44	£50,594	45	£51,579
45	£51,579	45	£51,579
46	£52,556	46	£52,556
46	£52,566	49	£55,409
47	£53,532	49	£55,409
48	£54,471	49	£55,409
49	£55,409	49	£55,409
52	£58,377	53	£59,359
53	£59,359	53	£59,359
54	£60,345	54	£60,345
55	£61,329	55	£61,329
58	£64,273	58	£64,273
59	£65,265	59	£65,265
60	£66,281	60	£66,281
61	£67,303	61	£67,303

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